Oracle ® Financials for Brazil User's Guide

RELEASE 11

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ORACLE ®

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Oracle® Financials for Brazil User's Guide Release 11

Contents

Preface

Welcome to Release 11 of the *Oracle® Financials for Brazil User's Guide*.

This user's guide includes information to help you effectively work with Oracle Financials for Brazil and contains detailed information about the following:

- Overview and reference information
- Specific tasks that you can accomplish with Oracle Financials for Brazil
- How to use Oracle Financials for Brazil windows
- Oracle Financials for Brazil programs, reports, and listings
- Oracle Financials for Brazil functions and features

This preface explains how this user's guide is organized and introduces other sources of information that can help you use Oracle Financials for Brazil.

About this Country-Specific User's Guide

This user's guide documents country-specific functionality developed for use within your country and supplements our core Financials user's guides. This user's guide also includes tips about using core functionality to meet your country's legal and business requirements, as well as task and reference information. The following chapters are included:

- Chapter 1 describes how to set up Oracle Financials for Brazil. The chapter explains how to define profile options, company information, lookup codes, and a business day calendar.

- Chapter 2 provides an overview of legal reports and detailed descriptions of the Oracle General Ledger legal reports. The chapter describes the General Daily Book report, General Ledger Book report, and the Opening/Closing Pages report.

- Chapter 3 describes how to use Oracle Purchasing functionality developed for Brazil. The chapter explains the tax functionality, as well as how to set up Brazilian Purchasing, manage requisitions, and manage purchase orders.

- Chapter 4 describes how to use Oracle Payables functionality developed for Brazil. The chapter explains the tax, bank transfer, consolidated billing, and interest functionalities. The chapter explains how to set up Brazilian Payables, manage invoices, enter and associate collection documents, as well as manage payments and payment batches with the Payment Workbench windows. Reports are also described.

- Chapter 5 describes how to use Oracle Receivables functionality developed for Brazil. The chapter explains the tax, bank transfer, billing, and interest functionalities. The chapter explains how to set up Brazilian Receivables, manage invoices, enter bank collection information, and manage receipts. Reports are also described.

- Chapter 6 describes how to use Oracle Order Entry functionality developed for Brazil. The chapter explains how to enter sales order information, view scheduled order information, view order information, enter shipment information, and enter delivery information.

- Finally, the appendix describes how to use globalization flexfields as well as how to run reports and listings.

Information about Brazilian open interfaces is documented in HTML only. See the Documentation Updates section on the main Brazilian HTML page. The Open Interfaces section describes the open interfaces that you use to integrate Oracle Payables and Oracle Receivables with other accounting systems.

This user's guide is available online

All Oracle Applications user's guides are available online, in both HTML and Adobe Acrobat format. Most other Oracle Applications documentation is available in Adobe Acrobat format.

The paper and online versions of this manual have identical content; use whichever format is most convenient.

The translated HTML version of this book is optimized for on-screen reading, and lets you follow hypertext links for easy access to books across our entire online library; you can also search for words and phrases if your national language is supported by Oracle's Information Navigator. You can access our HTML documentation from the Oracle Applications toolbar, or from a URL provided by your system administrator.

You can order an Oracle Applications Documentation Library CD that contains Adobe Acrobat versions of each manual in the Oracle Applications documentation set. With this CD, you can search our documentation for information, read the documentation online, and print individual pages, sections, or entire books. When you print from Adobe Acrobat, the resulting printouts look just like pages from an Oracle Applications hardcopy manual.

There may be additional material that was not available when this user's guide was printed. To learn if there is a documentation update for this product, look at the main menu of your country's HTML help.

Assumptions

This guide assumes you have a working knowledge of the principles and customary practices of your business area. It also assumes you are familiar with Oracle Financials for Brazil. If you have never used Oracle Financials for Brazil, we suggest you attend training classes available through Oracle Education. See Other Information Sources for more information about Oracle Financials and Oracle training.

This guide also assumes that you are familiar with the Oracle Applications graphical user interface. To learn more about the Oracle Applications graphical user interface, read the *Oracle Applications User's Guide*.

Do Not Use Database Tools to Modify Oracle Applications Data

Oracle provides powerful tools you can use to create, store, change, retrieve, and maintain information in an Oracle database. If you use Oracle tools like SQL*Plus to modify Oracle Applications data, you risk destroying the integrity of your data and you lose the ability to audit changes to your data.

Because Oracle Applications tables are interrelated, any change you make using an Oracle Applications form can update many tables at once. But when you modify Oracle Applications data using anything other than Oracle Applications forms, you may change a row in one table without making corresponding changes in related tables. If your tables get out of synchronization with each other, you risk retrieving erroneous information and you risk unpredictable results throughout Oracle Applications.

When you use Oracle Applications forms to modify your data, Oracle Applications automatically checks that your changes are valid. Oracle Applications also keeps track of who changes information. But, if you enter information into database tables using database tools, you may store invalid information. You also lose the ability to track who has changed your information because SQL*Plus and other database tools do not keep a record of changes.

*Consequently, we STRONGLY RECOMMEND that you never use SQL*Plus, Oracle Data Browser, database triggers, or any other tool to modify Oracle Applications tables, unless we tell you to do so in our manuals.*

Other Information Sources

You can choose from other sources of information, including documentation, training, and support services, to increase your knowledge and understanding of Oracle Financials for Brazil.

Most Oracle Applications documentation is available in Adobe Acrobat format on the *Oracle Applications Documentation Library* CD. We supply this CD with every software shipment.

If this user's guide refers you to other Oracle Applications documentation, use only the Release 11 versions of those manuals unless we specify otherwise.

Oracle Applications User's Guide

This guide explains how to navigate, enter data, query, run reports, and introduces other basic features of the graphical user interface (GUI) available with this release of Oracle Financials for Brazil and any other Oracle Applications product. This guide also includes information on setting user profiles, as well as running and reviewing reports and concurrent requests.

You can also access this user's guide online by choosing *Getting Started with Oracle Applications* from any Oracle Applications help file.

Related User's Guides

This user's guide documents country-specific functionality developed in addition to our Oracle Financials core products. Because our country-specific functionality is used in association with our core Financials products and shares functional and setup information with other Oracle Applications, you should consult other related user's guides when you set up and use Oracle Financials for Brazil.

If you do not have the hardcopy version of these manuals, you can read them by choosing Library from the Help menu, or by reading from the Oracle Applications Documentation Library CD, or by using a Web browser with a URL that your system administrator provides.

Oracle General Ledger User's Guide

Use this manual when you plan and define your chart of accounts, accounting period types and accounting calendar, functional currency, and set of books. It also describes how to define journal entry sources and categories so that you can create journal entries for your general ledger. If you use multiple currencies, use this manual when you define additional rate types and enter daily rates. This manual also includes complete information on implementing budgetary control.

Oracle Cash Management User's Guide

This manual explains how you can reconcile your payments with your bank statements.

Oracle Purchasing User's Guide

Use this manual to read about entering and managing the purchase orders that you match to invoices.

Oracle HRMS User's Guide

This manual explains how to enter your employees, so you can enter expense reports for them. It also explains how to set up organizations and site locations.

Oracle Payables User's Guide

This manual describes how accounts payable transactions are created and entered into Oracle Payables. This manual also contains detailed setup information for Oracle Payables.

Oracle Receivables User's Guide

Use this manual to learn how to implement flexible address formats for different countries. You can use flexible address formats in the suppliers, banks, invoices, and payments windows.

Oracle Projects User's Guide

Use this manual to learn how to enter expense reports in Projects that you import into Payables to create invoices. You can also use this manual to see how to create Project information in Projects which you can then record for an invoice or invoice distribution.

Oracle Assets User's Guide

Use this manual to add assets and cost adjustments directly into Oracle Assets from invoice information.

Oracle Applications Flexfields Guide

This manual provides flexfields planning, setup, and reference information for your implementation team, as well as for users responsible for the ongoing maintenance of Oracle Applications product data. This manual also provides information on creating custom reports on flexfields data.

Oracle Workflow Guide

This manual explains how to define new workflow business processes as well as customize existing Oracle Applications-embedded workflow processes. You also use this guide to complete the setup steps necessary for any Oracle Applications product that includes workflow-enabled processes.

Oracle Alert User's Guide

This manual explains how to define periodic and event alerts to monitor the status of your Oracle Applications data.

Country-Specific User's Guides

These manuals document functionality developed to meet legal and business requirements in countries that you do business in. Look for a User's Guide appropriate to your country; for example, see the *Oracle Financials for the Czech Republic User's Guide* for more information about using this software in the Czech Republic.

Oracle Applications Character Mode to GUI Menu Path Changes

This is a quick reference guide for experienced Oracle Applications end users migrating from character mode to a graphical user interface (GUI). This guide lists each character mode form and describes which GUI windows or functions replace it.

Oracle Financials Open Interfaces Guide

This guide contains a brief summary of each Oracle Financial Applications open interface.

Multiple Reporting Currencies in Oracle Applications

If you use Multiple Reporting Currencies feature to report and maintain accounting records in more than one currency, use this manual before implementing Oracle Financials for Brazil. The manual details additional steps and setup considerations for implementing Oracle Financials for Brazil with this feature.

Multiple Organizations in Oracle Applications

If you use the Oracle Applications Multiple Organization Support feature to use multiple sets of books for one Oracle Financials installation, use this guide to learn about setting up and using Oracle Financials with this feature.

Report eXchange User's Guide

Read this guide to learn more about Report eXchange, which lets you customize the output of certain reports and download them to a spreadsheet program.

Oracle Applications Implementation Wizard User's Guide

If you are implementing more than one Oracle product, you can use the Oracle Applications Implementation Wizard to coordinate your setup activities. This guide describes how to use the wizard.

Oracle Applications Developer's Guide

This guide contains the coding standards followed by the Oracle Applications development staff. It describes the Oracle Application Object Library components needed to implement the Oracle Applications user interface described in the *Oracle Applications User Interface Standards*. It also provides information to help you build your custom Developer/2000 forms so that they integrate with Oracle Applications.

Oracle Applications User Interface Standards

This manual contains the user interface (UI) standards followed by the Oracle Applications development staff. It describes the UI for the Oracle Applications products and how to apply this UI to the design of an application built by using Oracle Forms 4.5.

Installation and System Administration

Oracle Applications Installation Manual

This manual and the accompanying release notes provide information you need to successfully install Oracle Financials, Oracle Public Sector Financials, Oracle Manufacturing, or Oracle Human Resources in your specific hardware and operating system software environment.

Oracle Financials Country-Specific Installation Supplement

Use this manual to learn about general country information, such as responsibilities and report security groups, as well as any post-install steps required by some countries or the Global Accounting Engine.

Oracle Applications Upgrade Manual

This manual explains how to prepare your Oracle Applications products for an upgrade. It also contains information on finishing the upgrade procedure for each product. Refer to this manual and the *Oracle Applications Installation Manual* when you plan to upgrade your products.

Oracle Applications System Administrator's Guide

This manual provides planning and reference information for the Oracle Applications System Administrator. It contains information on how to define security, customize menus and online help, and manage processing.

Oracle Financials Regional Technical Reference Manual

The *Oracle Financials Regional Technical Reference Manual* contains database diagrams and a detailed description of regional and related applications database tables, forms, reports, and programs. This information helps you convert data from your existing applications, integrate Oracle Financials with non-Oracle applications, and write custom reports for Oracle Financials.

You can order a technical reference manual for any product you have licensed. Technical reference manuals are available in paper format only.

Oracle Applications Product Update Notes

This manual contains a summary of each new feature we added since Release 10.7, as well as information about database changes and seed data changes that may affect your operations or any custom reports you have written. If you are upgrading from Release 10.6 or earlier, you also need to read Oracle Applications Product Update Notes Release 10.7.

Training and Support

Training

Oracle Education offers a complete set of training courses to help you and your staff master Oracle Applications. We can help you develop a training plan that provides thorough training for both your project team and your end users. We will work with you to organize courses appropriate to your job or area of responsibility.

Training professionals can show you how to plan your training throughout the implementation process so that the right amount of information is delivered to key people when they need it the most. You can attend courses at any one of our many Educational Centers, or you can arrange for our trainers to teach at your facility. In addition, we can tailor standard courses or develop custom courses to meet your needs.

Support

From on-site support to central support, our team of experienced professionals provides the help and information you need to keep Oracle Financials for Brazil working for you. This team includes your technical representative, account manager, and Oracle's large staff of consultants and support specialists with expertise in your business area, managing an Oracle server, and your hardware and software environment.

About Oracle

Oracle Corporation develops and markets an integrated line of software products for database management, applications development, decision support, and office automation, as well as Oracle Applications, an integrated suite of more than 45 software modules for financial management, supply chain management, manufacturing, project systems, human resources, and sales and service management.

Oracle products are available for mainframes, minicomputers, personal computers, network computers, and personal digital assistants, allowing organizations to integrate different computers, different operating systems, different networks, and even different database management systems, into a single, unified computing and information resource.

Oracle is the world's leading supplier of software for information management, and the world's second largest software company. Oracle offers its database, tools, and applications products, along with related consulting, education, and support services, in over 140 countries around the world.

Thank You

Thank you for using Oracle Financials for Brazil and this user's guide.

We value your comments and feedback. At the end of this manual is a Reader's Comment Form you can use to explain what you like or dislike about Oracle Financials or this user's guide. Mail your comments to the following address or call us directly at (650) 506-7000.

Oracle Applications Documentation Manager
Oracle Corporation
500 Oracle Parkway
Redwood Shores, CA 94065
U.S.A.

Or, send electronic mail to globedoc@us.oracle.com.

Preface

General Setup

This chapter explains how to set up Oracle Financials for Brazil. It discusses:

- Defining profile options
- Defining company information
- Defining lookup codes
- Defining a business day calendar

Setting up Oracle Financials for Brazil

This chapter explains the general setup procedures that you must complete to set up Oracle Financials for Brazil. You must enter this information before you set up Brazilian General Ledger, Payables, Purchasing, Receivables, and Order Entry. The audience for this chapter is your company's system or database administrator.

Defining Profile Options

Use the System Profile Values window to assign values to profile options used in Oracle Financials for Brazil.

These profile options determine business and non-business days for charging interest on invoices and control the due dates:

- Calendar Name

- Payment Location

- Payment Action

- Automatically Change Date

For information about setting up the business day calendar, see *Defining a Business Day Calendar* on page 37.
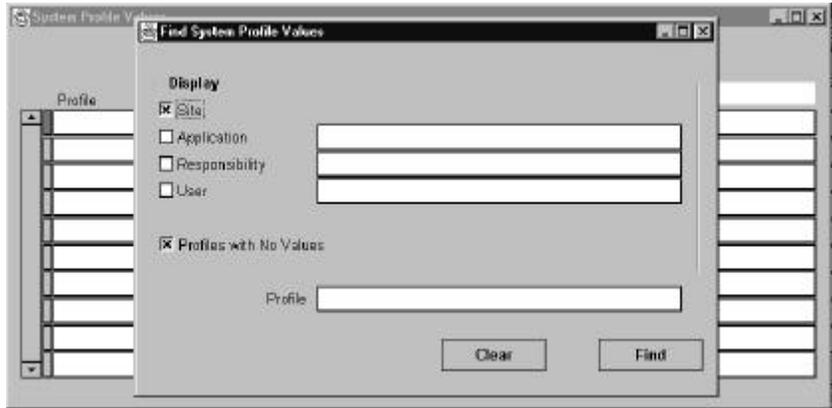
To define profile options:

1. Navigate to the System Profile Values window (System Administrator: Profile > System). The Find System Profile Values window appears.

2. Check the Responsibility check box and enter a responsibility.

3. Enter a profile option in the Profile field.
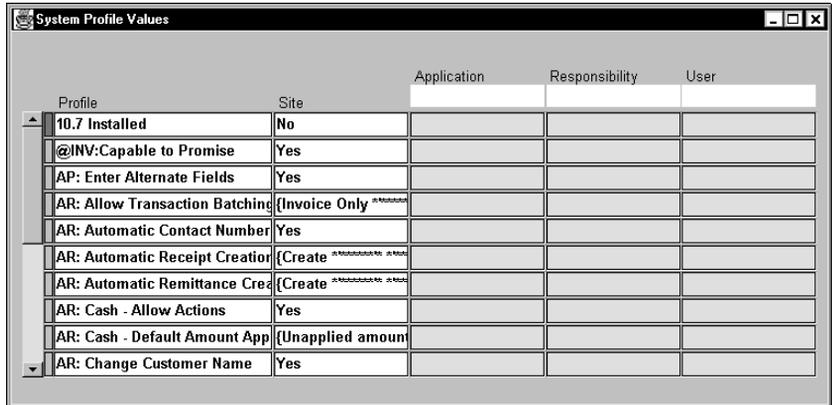
4. Press the Find button. The System Profile Values window appears.

General Setup

5. Enter the appropriate value to associate with the profile option in the Responsibility field.

For this profile option…	Enter this value…
JG: Country Code	The names of the countries your company does business with
JG: Product Code	*JL* (Latin America), *JA* (Asia), or *JE* (Europe)
JG: Application Short Name	A responsibility for each product in Oracle Financials for Brazil that you are using
JLBR Calendar Name	The name of the business day calendar
JLBR Payment Location	The location where the Local Holidays window validates local holidays. Enter *Company*, *Supplier*, or *Customer*.
JLBR Payment Action	*Anticipate*, *Postpone*, or *Keep* to manage transaction dates that fall on a weekend or holiday. *Anticipate* changes the transaction date to the first previous business day. *Postpone* changes the transaction date to the next available business day. *Keep* prevents the date from being changed. You must enter a new date.
JLBR Automatically Change Date	*Yes* or *No*. *Yes* automatically changes a transaction date that falls on a weekend or holiday to a business date. *No* displays an advisory message and prompts the user to keep or change the date. If the user decide to change the date, the date is changed according to the Payment Action profile option.

6. Save your work.

Defining Company Information

Use the Companies window to enter all the additional information that a company needs for its transactions. This information is used by Oracle General Ledger, Oracle Payables, and Oracle Receivables.

You can enter and modify company information for each combination of set of books and accounting balance segment that represents a Legal entity.
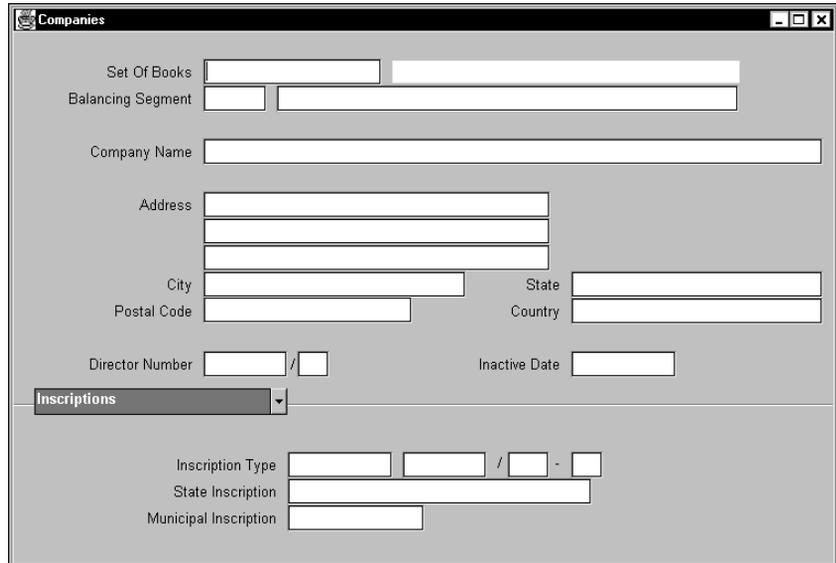
To enter company information:

1. Navigate to the Companies window (Brazilian General Information: General > Company > Define).

2. Enter a distinct combination of set of books and accounting balance segment in the Set of Books and Accounting Balance Segment fields.

3. Enter the name and complete address for your company in the name and address fields.

4. In the Inscription field, enter one of these codes:

   - **CGC** - company is a legal entity

   - **CPF** - company is a person (physical entity)

   - **Others** - other types of inscription numbers

5. Enter your company's inscription number and the control digits in the remaining portion of the Inscription field.

6. In the State Inscription field, enter your company's registration number in the state.

7. In the Municipal Inscription field, enter your company's registration number in the city.

8. In the Director Number field, enter the inscription number for the director that appears in the opening and closing pages of the daily and ledger reports.

9. In the Inactive Date field, enter the last day that this company information can be used.

10. Save your work.

To enter additional company information:

1. Navigate to the Companies window (Brazilian General Information: General > Company > Define).

2. Navigate to the Additional Information region.

3. Enter the name and number of the accountant responsible for signing your reports in the Accountant Name and Accountant Number fields.

4. In the Daily Inscription field, enter the daily inscription number that is printed on the Daily Book report. In the Ledger Inscription field, enter the daily inscription number that is printed on the Ledger Book report.

5. In the Date fields, enter the date when your company was registered.

6. In the Location fields, enter the board of trade location where your company was registered.

7. In the Entity fields, enter the name of the entity where your company was registered.

8. In the Daily Book Number First field, enter the first definitive daily book number that Oracle General Ledger prints. In the Ledger Book Number First field, enter the first definitive ledger book number that Oracle General Ledger prints.

   If your company already has book numbers printed, enter the last definitive daily or Ledger book number. If your company does not have book numbers printed, the first book number should be zero.

   The Daily Book Number Last fields are updated automatically after each definitive issue of the Daily Book report or Ledger Book report.

9. Enter the establishment type for your company, such as *Commercial*, in the Establishment Type field.

10. Save your work.

General Setup

Defining Lookup Codes

Use the Lookup Codes window to define lookup codes. Lookup codes are codes that you create and associate with predefined lookup types. The lookup types determine specific transaction elements that run in Oracle Payables, Oracle Receivables, and Oracle Order Entry.

You cannot delete lookup codes once you enter them. Instead, you can render a lookup code inactive by giving it an inactive date. You can also delete the inactive date at a later time to reactivate a lookup code.

Create and maintain as many lookup codes as you need for each lookup type.

This lookup type…	Has this meaning…
Contributor Type	A customer type of tax contribution
Establishment Type	The company type of tax contribution
Fiscal Classification	Item fiscal classes (used by Latin tax windows)
Supplier/Contributor	The supplier type for tax contribution
Invoice Class (Oracle Payables only)	The invoice type
Invoice Series (Oracle Payables only)	An invoice numbering sequence
Item Fiscal Type	The type of item for fiscal purposes
Item Origin	The kind of transaction
Item Transaction Nature	The transaction nature
Legal Messages Exception Events (Oracle Receivables only)	Legal exceptions to the basic tax rules
State	The name of a state in Brazil
Tributary Federal Situation	The tributary federal situation
Tributary State Situation	The tributary state situation

To define lookup codes:

1. Navigate to the Lookup Codes window (Brazilian General Information: Setup > Quick Codes).

2. Enter a lookup type in the Type field.

3. Enter the name of the lookup code in the Code field.

4. Enter the name for the lookup code that is displayed in the list of values in the Displayed Value field.

5. Enter a description for the lookup code in the Description field.

6. You can optionally enter an inactive date for the lookup code in the Inactive Date field.

7. Repeat steps 2 to 6 for each lookup code that you define.

8. Save your work.

Defining a Business Day Calendar

The business day calendar defines business days and non-business days for billing purposes. For example, on non-business days, you do not pay or charge interest on invoices. Non-business days include weekends, Brazilian national holidays, and local municipal holidays.

Oracle Payables and Oracle Receivables use the business day calendar to flag exceptions to the billing period specified in incoming and outgoing invoices.

The setup procedures for creating a business day calendar are:

- Create an exception template for national holidays

- Create a standard workday calendar

- Load the national holidays exception template into the standard workday calendar

- Define local holidays for each city that you do business with

Creating a Workday Exception Template

Use the Exception Templates window to create a template for national holidays. The exception template defines exceptions for your workday calendar. For billing purposes, you must define an exception template that includes all Brazilian national holidays.

After you create the exception template, define a standard business day calendar and apply this template to it.

To create a workday exception template:

1. Navigate to the Exception Templates window (Brazilian General Information: General > Calendar > Exception Templates).

2. Enter a name that identifies this template, such as *National Hols*, in the Name field.

3. Enter the date for each national holiday in the Date fields. Leave the Days On check boxes set to off.

4. Save your work.

General Setup

Creating the Business Day Calendar

Use the Workday Calendar window to define a standard business day calendar. A workday calendar consists of a start date, an end date, and on and off days that follow one or more defined workday patterns.

When you define the business day calendar, you must specify the standard five-day business week of Monday through Friday, with Saturday and Sunday as the two days off. This calendar, along with the national holiday exception template, determines the annual billing pattern.
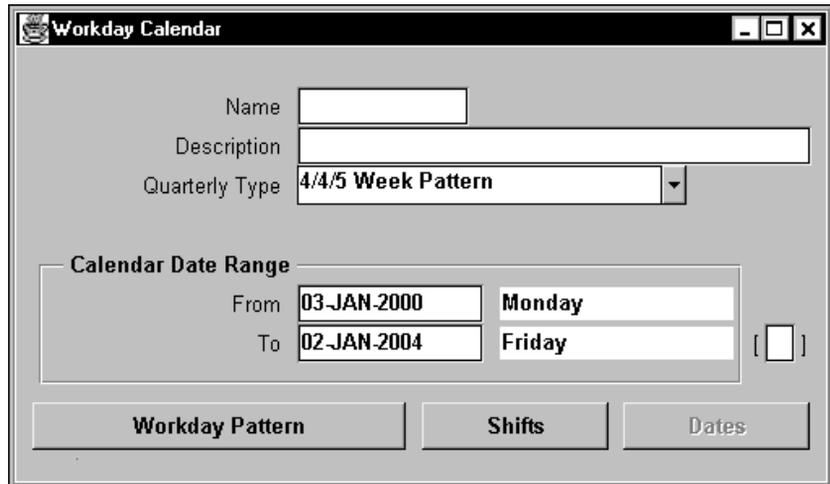
To create a business day calendar:

1. Navigate to the Workday Calendar window (Brazilian General Information: General > Calendar > Calendars).

2. Enter a name that clearly identifies this calendar as the business day calendar in the Name field.

3. Enter a date range for this calendar in the Start and End Date fields. The default end date is four years from the start date. Make sure that the start date is a Monday so that the calendar follows the standard business day pattern.

(*continued*)
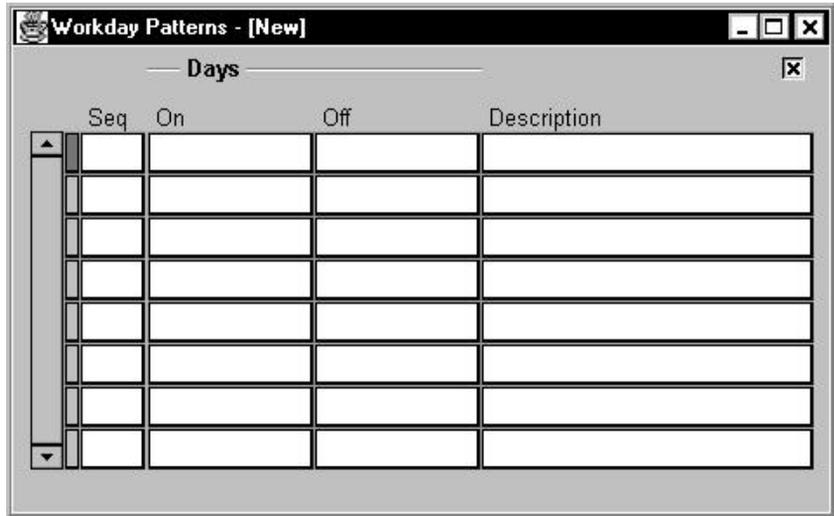
4. Press the Workday Pattern button. The Workday Patterns window appears.

5. Enter the sequence number *1* in the Sequence field to apply this workday pattern to the calendar when it is built.

6. Enter *5* in the Days On field and *2* in the Days Off field. This defines Monday through Friday on and Saturday and Sunday off.

7. Save your work. You can view calendar dates.
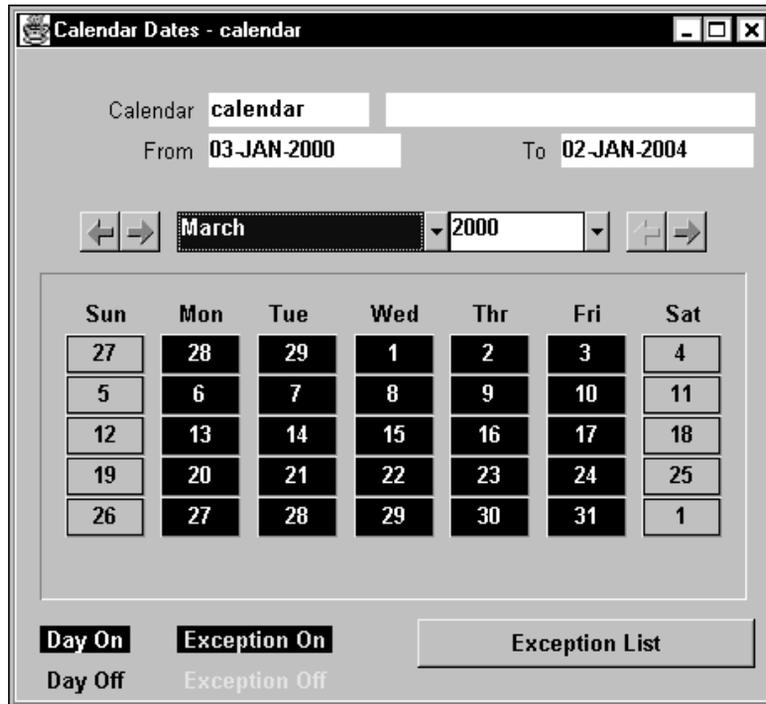
8. Press the Dates button in the Workday Calendar window. The Calendar Dates window appears.

9. Press the Exception List button.

10. Press the Load button and select *Template* to apply existing exceptions.

11. Enter the name of the national holidays template, and press the OK button to load the template.

12. Save your work.

13. Choose Build from the Special menu to build the workday calendar.

Defining Local Holidays

Use the Local Holidays window to define local holidays for the cities that you do business with. Oracle Payables and Oracle Receivables use the local holiday information, along with the business day calendar, to flag exceptions to the billing period specified in incoming and outgoing invoices for these cities.

Prerequisites

Before you can use the Local Holidays window, you must:

- Define profile options
- Define company information
- Enter customers
- Enter suppliers

General Setup

To define local holidays:

1. Navigate to the Local Holidays window (Brazilian General Information: General > Calendar > Local Holidays).

2. Enter the name of the city in the City field.

3. In the Date fields, enter the date for each local holiday. Leave the Days On check boxes set to off.

4. Repeat steps 2 to 4 for each city that you want to enter local holidays for.

5. Save your work.

General Setup

General Ledger

This chapter provides an overview and detailed descriptions of the Oracle General Ledger legal reports. All companies in Brazil are required by the Brazilian government to produce periodic reports that list journal entries and accounting balances for auditing purposes. The chapter discusses:

- Overview of Legal Reports

- General Daily Book report

- General Ledger Book report

- Opening/Closing Pages report

Overview of Legal Reports

This chapter explains what the General Ledger legal reports are used for and their features. All companies in Brazil are required by the Brazilian government to produce periodic reports that list journal entries and accounting balances for auditing purposes.

Basic Business Needs

You can do the following with these reports:

- Produce and register a periodic accounting report showing transactions on a daily basis.
- Produce reports that contain debit and credit entries for each of the company's active accounts (legal format)
- Generate opening and closing pages
- Show the beginning and ending balances of the accounts

Major Features

General Daily Book

The General Daily Book report shows all debit and credit transactions by journal entry date and account to meet Brazilian legal requirements. The system also generates opening and closing pages.

The General Daily Book provides periodic reporting of the daily journal entries (debits and credits) in chronological order, in the local currency, and in a pre-defined format and pagination.

General Ledger Book

The General Ledger Book report shows all debit and credit transactions and account balances to meet Brazilian legal requirements. The system also generates opening and closing pages.

The General Ledger Book provides periodic reporting of the journal entries (debits and credits) made in each active account of the company's portfolio, in sequential order.

Opening/Closing Pages

This report prints after General Daily Book or General Ledger Book when the Definitive parameter is set to *Yes*.

The Opening/Closing Pages show the book number (automatically generated by General Ledger), number of printed pages, company name, director name, CGC, CPF, CRC, and company address.

General Daily Book Report

```
Company Name :  Oracle Corporation                          G e n e r a l  D a i l y  B o o k     N. : 71                          Page : 2
   Currency :  US dollar                                     Period 01-APR-1996 to 30-APR-1996

Date  Accounting Flexfield            Acc. Description     Batch Name            Line Category  Reference  Historic                                        Debit             Credit
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04-01 01.100.1000.000.000.000        Cash                 test-batch-april-96  7    Other                there is s april0196aaaaaaaaaaaaaaaaaaaaaaaaaaaa    1,000.00
                                                                                                          aaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaa
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                                                                                                          d
04-01 01.100.1000.000.000.000        Cash                 test-batch-april-96  8    Other                there is s april0196aaaaaaaaaaaaaaaaaaaaaaaaaaaa    1,000.00
                                                                                                          aaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaa
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04-01 01.100.1000.000.000.000        Cash                 test-batch-april-96  9    Other                there is s april0196aaaaaaaaaaaaaaaaaaaaaaaaaaaa                       1,001.00
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04-01 01.200.1000.000.000.000        Cash                 test-batch-april-96  1    Other                there is s april0196aaaaaaaaaaaaaaaaaaaaaaaaaaaa    1,000.00
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04-01 01.200.1000.000.000.000        Cash                 test-batch-april-96  3    Other                there is s april0196aaaaaaaaaaaaaaaaaaaaaaaaaaaa      750.00
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                                                                                                          d
04-01 01.200.1000.000.000.000        Cash                 test-batch-april-96  5    Other                there is s april0196aaaaaaaaaaaaaaaaaaaaaaaaaaaa    1,250.00
                                                                                                          aaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaa
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                                                                                                          d
04-01 01.400.1000.000.000.000        Cash                 test-batch-april-96  11   Other                there is s april0196aaaaaaaaaaaaaaaaaaaaaaaaaaaa                       1,000.00
                                                                                                          aaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaa
                                                                                                          aaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaen
                                                                                                          d
                                                                                                                       Daily Total          6,000.00          6,000.00
04-10 01.000.1000.000.000.000        Cash                 tst-apr-10-2         1    Other                batch-2-10-apr                        900.00
04-10 01.000.1000.000.000.000        Cash                 tst-apr-10-2         2    Other                batch-2-10-apr                      1,100.00
04-10 01.000.1000.000.000.000        Cash                 tst-apr-10           3    Other                batch US$10000                        500.00
04-10 01.000.1000.000.000.000        Cash                 tst-apr-10           9    Other                batch US$10000                      1,800.00
04-10 01.000.1000.000.000.000        Cash                 tst-apr-10           11   Other                batch US$10000                      2,000.00
04-10 01.000.1000.000.000.000        Cash                 tst-apr-10           13   Other                batch US$10000                      3,000.00
04-10 01.000.1000.000.000.000        Cash                 tst-apr-10           15   Other                batch US$10000                        600.00
04-10 01.000.1010.000.000.000        Unidentified Cash    tst-apr-10           1    Other                batch US$10000                      1,000.00
04-10 01.000.1020.000.000.000        Unapplied Cash       tst-apr-10           5    Other                batch US$10000                        700.00
04-10 01.000.1732.000.000.000        Factoring Clearing   tst-apr-10           6    Other                batch US$10000                        400.00
04-10 01.000.2000.000.000.000        Accounts Payable     tst-apr-10           2    Other                batch US$10000                                          1,001.00

                                                                                                                       Carry Forward       12,000.00          1,001.00
```

The General Daily Book report shows all debit and credit transactions by journal entry date. The report is broken by day and period and shows the total amounts.

The Book Number field is automatically generated by General Ledger. You can specify the maximum number of pages for the report. You can also request a reprint of the report.

When a page break occurs before a day's output is completely printed, the Carry Forward feature shows the totals of debit and credit amounts for the day.

Run the General Daily Book report and its reprint from the Submit Requests window. For instructions on using this window, see *Running Reports and Listings* on page 399.

Report Parameters

For General Daily Book (First Printing)

Enter the following parameters for an initial printing of the report:

Company

Enter the company name/balancing segment that you want a report for. The company name/balancing segment must belong to the set of books that you linked to your responsibility.

Start Date

Enter the starting date for the period that you want a report for.

End Date

Enter the ending date for the period that you want a report for.

Start Period

Choose the starting accounting period for your report. This field defaults to the period in the date range you entered above.

End Period

Choose the ending accounting period for your report. This field defaults to the period in the date range you entered above and must be greater than the start period.

Total of Pages - Trial Balance

Enter the total of printed pages in the Trial Balance Sheet report. This field is used only when the Definitive field is set to *Y* (see the parameter described below). The value is added to the daily total pages after printing and is then displayed in the Opening/Closing Pages report.

Definitive

Choose *Y* to print the Opening/Closing Pages report. Choose *N* to print an informal report without the Opening/Closing Pages. If you choose *Y*, you need to choose a book number (see the parameter described below).

Book Number

Choose a book number for your report if you chose *Y* in the Definitive parameter.

Maximum Number of Pages

Enter the maximum number of pages that you want a report for. The report stops printing on the page indicated.

For General Daily Book (Reprint)

Enter the following parameters to reprint the report:

Daily Number

Choose the company and book number that you want to reprint the report for. This information is stored only if the Definitive parameter is set to *Y.*

Conc Request ID

This parameter is defaulted by General Ledger when you specify the Daily Number parameter.

Report Headings

In this heading…	Oracle General Ledger prints…
Company Name	The balancing segment that you requested
Currency	The currency you requested
Book N.: <Book Number>	The book number if the Definitive parameter is set to *Y*
Period : <Start Date> to <End Date>	The accounting period range you requested

Column Headings

In this column…	Oracle General Ledger prints…
Date	The date that you entered your transaction
Accounting Flexfield	The accounting flexfield for each journal entry line
Acc. Description	A description of the accounting flexfields for your balancing segment
Batch Name	The batch name for each journal entry line. Reference this name if you want to review the batch and journal entry for this journal entry line
Line	The journal entry line number for each journal entry line
Category	The category for each journal entry line. The category helps you identify the nature and purpose of the journal.
Reference	The information you entered in the Reference field in the Enter Journals window. If the journal batch originated from Oracle Payables, Oracle General Ledger prints the invoice or check number.
Historic	The description of your journal entry line, maximum of 240 characters

(continued)

In this column…	Oracle General Ledger prints…
Debit	The debit amount of the journal entry line
Credit	The credit amount of the journal entry line
Daily Total	The total accounted debit and credit amounts for the journal entry effective day you request for your report
Period Total	The total accounted debit and credit amounts for the period you request for your report
Carry Forward	If a page break occurs during the printing of a day's output, the report shows the running total accounted debit and credit amounts for your report at the bottom of the old page.

General Ledger Book Report

```
Oracle Corporation                  G e n e r a l   L e d g e r   B o o k    Book N.:   5                                    Page  2
Currency    USD                       Period  01-APR-96 to 30-APR-96


ACCT FLEXFIELD    01.000.1000.000.000.000              Cash
BEGINNING BALANCE    0.00
  Date  Batch Name     Journal Entry Category  Reference Historic                                         Debit            Credit           Balance
  ----- -----------    ------------- --------  --------- -----------------------------------     ----------------  ----------------  -----------------
  10-04 tst-apr-10-2           1 Other          batch-2-10-apr                                          900.00              0.00            900.00
  10-04 tst-apr-10-2           2 Other          batch-2-10-apr                                        1,100.00              0.00          2,000.00
  10-04 tst-apr-10             3 Other          batch US$10000                                          500.00              0.00          2,500.00
  10-04 tst-apr-10             9 Other          batch US$10000                                        1,800.00              0.00          4,300.00
  10-04 tst-apr-10            11 Other          batch US$10000                                        2,000.00              0.00          6,300.00
  10-04 tst-apr-10            13 Other          batch US$10000                                        3,000.00              0.00          9,300.00
  10-04 tst-apr-10            15 Other          batch US$10000                                          600.00              0.00          9,900.00
  24-04 eli-b-31             10 Sales Inv                                                                12.22              0.00          9,912.22
  24-04 eli-b-31             20 Sales Inv                                                                 0.00             12.23          9,899.99
  24-04 eli-b-31             30 Sales Inv                                                                 0.01              0.00          9,900.00

ACCT FLEXFIELD    01.000.1010.000.000.000              Unidentified Cash
BEGINNING BALANCE    0.00
  Date  Batch Name     Journal Entry Category  Reference Historic                                         Debit            Credit           Balance
  ----- -----------    ------------- --------  --------- -----------------------------------     ----------------  ----------------  -----------------
  10-04 tst-apr-10             1 Other          batch US$10000                                        1,000.00              0.00          1,000.00

ACCT FLEXFIELD    01.000.1020.000.000.000              Unapplied Cash
BEGINNING BALANCE    0.00
  Date  Batch Name     Journal Entry Category  Reference Historic                                         Debit            Credit           Balance
  ----- -----------    ------------- --------  --------- -----------------------------------     ----------------  ----------------  -----------------
  10-04 tst-apr-10             5 Other          batch US$10000                                          700.00              0.00            700.00

ACCT FLEXFIELD    01.000.1230.000.000.000              Machinery
BEGINNING BALANCE    0.00
  Date  Batch Name     Journal Entry Category  Reference Historic                                         Debit            Credit           Balance
  ----- -----------    ------------- --------  --------- -----------------------------------     ----------------  ----------------  -----------------
  12-04 Test-Daily-L           1 Other          Test Report                                          1,000.00              0.00          1,000.00

ACCT FLEXFIELD    01.000.2000.000.000.000              Accounts Payable
BEGINNING BALANCE    0.00
  Date  Batch Name     Journal Entry Category  Reference Historic                                         Debit            Credit           Balance
  ----- -----------    ------------- --------  --------- -----------------------------------     ----------------  ----------------  -----------------
  10-04 tst-apr-10             2 Other          batch US$10000                                            0.00          1,001.00         (1,001.00)
  10-04 tst-apr-10-2           3 Other          batch-2-10-apr                                            0.00            800.00         (1,801.00)
  10-04 tst-apr-10-2           4 Other          batch-2-10-apr                                            0.00          1,200.00         (3,001.00)
  10-04 tst-apr-10            10 Other          batch US$10000                                            0.00          1,386.00         (4,387.00)
  10-04 tst-apr-10            12 Other          modified                                                  0.00          2,401.00         (6,788.00)
  10-04 tst-apr-10            14 Other          batch US$10000                                            0.00          3,100.00         (9,888.00)
  10-04 tst-apr-10            16 Other          modified        modified                                  0.00            509.00        (10,397.00)

ACCT FLEXFIELD    01.000.2005.000.000.000              Intercompany Payables
BEGINNING BALANCE    0.00
  Date  Batch Name     Journal Entry Category  Reference Historic                                         Debit            Credit           Balance
  ----- -----------    ------------- --------  --------- -----------------------------------     ----------------  ----------------  -----------------
  10-04 ledger-daily           1 Other          d1-01                                                1,000.00              0.00          1,000.00
  10-04 ledger-daily           2 Other          d1-02                                                    0.00          1,000.00              0.00
  10-04 ledger-daily           3 Other          d1-03                                                4,000.00              0.00          4,000.00
  10-04 tst-apr-10             4 Other          batch US$10000                                            0.00            501.00          3,499.00

                                                                                   Carry Forward     5,000.00          1,501.00          3,499.00
```

The General Ledger Book report shows all debit and credit transactions. It calculates the accounting flexfield balances by journal entry date and accounting flexfield and is broken by accounting flexfield.

The Book Number field is automatically generated by General Ledger. You have the option of requesting a reprint of the report.

If there is a page break during the printing of an accounting flexfield, the Carry Forward feature shows the totals for debit, credit, and balance amounts for this accounting flexfield.

Run the General Ledger Book report and its reprint from the Submit Requests window. For instructions on using this window, see *Running Reports and Listings* on page 399.

Report Parameters

For General Ledger Book (First Printing)

Enter the following parameters for an initial printing of the report:

Company

Enter the company name/balancing segment that you want a report for. It must belong to the set of books that you linked to your responsibility.

Start Date

Enter the start date for the period that you want a report for.

End Date

Enter the end date for the period that you want a report for.

Start Period

Choose the starting accounting period for your report. This field defaults to the first period in the date range you entered above.

End Period

Choose the ending accounting period for your report. This field defaults to the last period in the date range you entered above and must be greater than the start period.

Definitive

Choose *Y* to print the Opening/Closing Pages report. Choose *N* to print an informal report without the Opening/Closing Pages. If you choose *Y*, you must choose a book number. See the parameter described below.

Book Number

Choose a book number for your report if you chose *Y* for the Definitive parameter.

Flexfield From

Choose the starting accounting flexfield for the range that you want to include on the report.

Flexfield To

Choose the ending accounting flexfield for the range that you want to include on the report.

For General Ledger Book (Reprint)

Enter these parameters to reprint the report:

Ledger Number

Choose the company and book number that you want to reprint the report for. This information is stored only when the Definitive parameter is set to *Y*.

Conc Request ID

This parameter is defaulted by General Ledger when you specify the daily number.

Report Headings

In this heading…	Oracle General Ledger prints…
<Company Name>	The balancing segment you requested
Currency	The currency you requested
Book N.: <Book Number>	The book number if the Definitive parameter is set to *Y*
Period: <Start Date> to <End Date>	The accounting period range you requested

Column Headings

In this column…	Oracle General Ledger prints…
Acct Flexfield	The accounting flexfield for each journal entry line. If you request a range of accounting flexfields, this column indicates which accounting flexfield this journal entry line affects.
Beginning Balance	The beginning balance for the accounting flexfields in the range as of the first day of each accounting period. This amount is the sum of all debit amounts and credit amounts.
Date	The date that you entered your transaction in DD-MM format
Batch Name	The batch name for each journal entry line. Reference this name if you want to review the batch and journal entry for this journal entry line.
Journal Entry	The journal entry line number for each journal entry line
Category	The category for each journal entry line. The category helps you identify the nature and purpose of the journal.
Reference	The information you entered in the Reference field of the Enter Journals form. If the journal batch originated from Payables, General Ledger prints the invoice or check number.

In this column…	Oracle General Ledger prints…
Historic	The description of your journal entry line, up to a maximum of 240 characters
Debit	The debit amount of the journal entry line
Credit	The credit amount of the journal entry line
Balance	The remaining balance for each journal entry line by accounting flexfield. The balance is the sum of all debit and credit amounts plus the beginning balance.
Carry Forward	In the event that the page breaks during the printing of an accounting flexfield, the report shows the running total accounted debit, credit, and balance amounts at the bottom of the page.

Opening/Closing Pages Report

```
Oracle Corporation            RAZAO GERAL NUM.:  29           ANO: 1996           FOLHA:  1


                          T E R M O   D E   A B E R T U R A


            EMPRESA:          Oracle Corporation

            C.G.C. MF N:      116.496.918/0000-82

            ENDERECO:         500 Oracle Parkway


            CIDADE:           Redwood City


            INSCRICAO NO REGISTRO DO COMERCIO N.: 567844                DATA:  01-JAN-96

            ORGAO:            Ledger Entity

            LIVRO   RAZAO GERAL NUM.:  29


             N. DE FOLHAS ESCRITURADAS:  6

            PRIMEIRA FOLHA N.:  1          ULTIMA FOLHA N.: 6


            LOCAL:  Las Vegas                             DATA: 30-APR-96


        ---------------------------------------      ---------------------------------------
              Oracle Corporation                            John Smith

             CPF:  116.496.918-82                          CRC:  12376
```

```
    Oracle Corporation              RAZAO GERAL NUM.:  29         ANO: 1996                FOLHA:  6


                            T E R M O   D E   E N C E R R A M E N T O


            EMPRESA:          Oracle Corporation

            C.G.C. MF N:      116.496.918/0000-82

            ENDERECO:         500 Oracle Parkway


            CIDADE:           Redwood City


            INSCRICAO NO REGISTRO DO COMERCIO N.: 567844                DATA:  01-JAN-96

            ORGAO:            Ledger Entity

            LIVRO   RAZAO GERAL NUM.:  29

             N. DE FOLHAS ESCRITURADAS:  6

            PRIMEIRA FOLHA N.:  1          ULTIMA FOLHA N.:  6


            LOCAL:  Las Vegas                            DATA: 30-APR-96



         ----------------------------------------      ----------------------------------------
                Oracle Corporation                             John Smith

              CPF:  116.496.918-82                            CRC:  12376
```

The Opening/Closing Pages report automatically prints after the
General Daily Book report or General Ledger Book report if the
Definitive parameter was set to *Y*. If the Definitive parameter was set
to *N*, this report is not printed.

The Opening and Closing pages are identical in format.

Report Parameters

Company

Enter the company name/balancing segment that you want a report for. It must belong to the set of books that you linked to your responsibility. The default value is derived from the Daily/Ledger Book reports.

Book Number

Choose a book number for your report. The default value is derived from the Daily/Ledger Book reports.

Report Headings

In this heading…	Oracle General Ledger prints…
<Company Name>	The balancing segment you requested
NUM.: <Book Number>	The book number
Ano: <Year>	The year within the period range you requested

Column Headings

In this column…	Oracle General Ledger prints…
Empresa	The company name you requested
C.G.C. MF N.	The inscription number from your company information
Endereco	The address from your company information
Cidade	The city from your company information
Inscricao no Registro do Comercio N.	The inscription number at the board of trade from your company information
Data	The inscription date at the board of trade from your company information
Orgao	The inscription entity at the board of trade from your company information
Livro <daily/ledger> Geral Num.	The book number
N. de Folhas Escrituradas	The total number of printed pages from your Daily/Ledger report
Primeira Folha N.	The first page in the report
Ultima Folha N.	The total number of printed pages from your Daily/Ledger report
Local	The inscription location at the board of trade from your company information
Data	The end date you requested for the report
<Company Name>	The company name you requested
CPF	The director inscription number from your company information
<Accountant Name>	The accountant name from your company information
CRC	The accountant number from your company information

Oracle Purchasing

This chapter explains how to use Oracle Purchasing functionality developed for Brazil. It discusses:

- The tax functionality

- Setting up Brazilian Purchasing

- Managing requisitions

- Managing purchase orders

Tax Overview

Businesses in Brazil must collect and remit taxes to federal, state, and city governments on most of the goods and services that they purchase. Tax Handling helps you to manage taxes for purchase orders, inventory items, requisitions, and releases.

Basic Business Needs

The Tax Handling functionality lets you satisfy all of your tax requirements. You can do the following:

- Enter fiscal attributes for items and suppliers

- Enter fiscal information for requisitions

- Handle ICMS and IPI VAT taxes for purchase orders and releases

- Automatically calculate a tax amount for a purchase order or release that you autocreate

- Provide the total IPI tax amount for the purchase order or release total amount

- Handle tax exceptions, such as reductions and exemptions, in the calculation base and rate

Oracle Purchasing

Tax Calculation Logic Overview

The tax rate is calculated for IPI and ICMS VAT tax in the following sequences:

IPI	**ICMS**

IPI

1. Tax Functional Matrix
2. Fiscal classification code
3. Item

ICMS

1. Supplier site
2. Fiscal classification code (superfluous)
3. Tax exception by items
4. Tax exception by fiscal classification code
5. Tax locations (state ship-from, state ship-to)

When the tax rate is found in a sequence, Purchasing calculates the tax amount with the tax rate. Purchasing also considers any tax exception, such as reduced base amount, compounded base amount, exemptions, and special tax rates.

Note: The Tax Functional Matrix determines if IPI tax is applied. The tax rate and tax exceptions are determined based on the tax setup for fiscal classifications and items. For more information about the Tax Functional Matrix, see *Defining the Tax Functional Matrix* on page 75.

Major Features

Tax Calculation -**Entering a Purchase Order** - **IPI**

Based on the tax setup, Purchasing calculates IPI tax. You can override this tax information at the line level if the tax to be applied is different from the default tax name. This tax information is stored at line level during purchase order entry.

Tax Calculation -**Entering an Invoice** - **IPI**

Payables calculates IPI tax and creates IPI tax distribution lines at the invoice header on an invoice when matching to a purchase order.

Automatic Tax Calculation on Matching against PO - **IPI**

This feature verifies that the tax name on an invoice distribution line matches the tax name on the corresponding purchase order distribution line. If the tax names are not the same, AutoApproval automatically places a Tax PO/Invoice Difference hold on the invoice.

The information regarding the calculation base, tax rate, and tax amount of the purchase order are automatically considered as base values when the purchase order is matched to the invoice.

If the quantity or unit price on the invoice is different than the quantity or unit price on the purchase order, the base and the value of the taxes are recalculated. If you change the tax rate when you enter the invoice, the tax value is recalculated. Payables leaves the invoice on hold when the calculation base values, rates, and values are different from those on the purchase order.

The Tax PO/Invoice Difference holds are generated if tax rates or amounts for the invoice lines and the corresponding lines on the purchase order are different.

Payables uses the calculation base, rate, and accounting information from the setup as default values for calculating the tax value. You can override this information at the item line level for instances when the tax applied is different from the default tax name used at setup. All of this information is stored at the line level during invoice entry.

Note: To select rates, Payables searches for tax names at the inventory item and then at the fiscal classification. It stops when a tax name is found.

Tax Calculation -**Entering a Purchase Order** - **ICMS**

Based on the tax setup, Purchasing calculates ICMS tax. You can override this tax information at the line level if the tax to be applied is

different from the default tax name. This tax information is stored at line level during Purchase Order entry.

Rate Differential - ICMS

Rate differential is the rate applied to goods or services when goods or fixed assets items are purchased from another state and the costs are less than the costs within your state.

The rate differential is identified by the operation fiscal code (CFO) 261, 262, 291, or 292. You use the Operation Fiscal Code window to assign a rate differential CFO.

Tax Calculation - Entering an Invoice - ICMS

Payables calculates your tax value based on your tax location when *ship-from* is defined in the Supplier Site window and *ship-to* is defined in the Payables Options window. You can override this information at the header level for instances when the tax applied is different from the default tax name used at setup. All of this information is stored by line during invoice entry.

Automatic Tax Calculation on Matching against PO - ICMS

This feature verifies that the tax name on an invoice distribution line matches the tax name on the corresponding purchase order distribution line. If the tax names are not the same, AutoApproval automatically places a Tax PO/Invoice Difference hold on the invoice.

The CFO that you specified for the invoice header is used as the default CFO value for the invoice lines.

The tax amount is deducted from the purchase order total amount for each line.

The purchase order calculation base, tax rate, and tax amount are automatically used as base values when the purchase order is matched to the invoice.

If the invoice quantity or unit price is different than the purchase order quantity or unit price, the base and the value of the taxes are recalculated. If you change the tax rate when you enter the invoice, the tax value is recalculated. Payables leaves the invoice on hold when the calculation base values, rates, and values are different from those on the purchase order.

The Tax PO/Invoice Difference holds are generated only if the tax rates for the invoice lines and the corresponding lines on the purchase order are different.

Payables automatically uses the calculation base, rate, and accounting information from the setup and calculates the tax value. You can override this information at the item line level for instances when the tax applied is different from the default tax name used at setup. All of this information is stored by line during invoice entry.

Note: To select rates, Payables searches for tax names at the Supplier Sites, fiscal classification, item, and location levels. Payables uses the first tax name it finds.

Transaction Nature, Transaction Reason, or Item Objective

The transaction nature is the reason an item was sold, such as industrialization or consumption. The transaction nature determines the type of tax that is applied to the base amount.

Setting up Brazilian Purchasing

This section describes the setup procedures for Brazilian Purchasing. Before you perform purchasing transactions, such as entering and importing requisitions or creating purchase orders, you must define Brazilian fiscal information and lookup codes in Brazilian Purchasing and Inventory.

Defining Lookup Codes

Use the Lookup Codes window under the Brazilian General Information responsibility to define the lookup codes used in Oracle Global Financial Applications. You can select lookup codes from the lists of values (LOV's) in some Purchasing and Inventory windows after you have defined the lookup codes. You can also enter them manually. A lookup code must be associated with one of the following pre-defined lookup types:

- Establishment Type

- Supplier Contributor Type

- State

- Item Origin

- Item Federal Situation

- Item Fiscal Type

Prerequisites

Before you can use the Lookup Codes window, identify all possible lookup codes for the lookup types.

Oracle Purchasing

To define lookup codes:

1. Navigate to the Lookup Codes window (Brazilian General Information: General > Setup > Quick Codes).

2. Enter a pre-defined lookup type in the Type field. The description appears in the bottom of the window after the information is entered.

3. Enter a unique lookup code for the lookup type in the Code field.

4. Enter the lookup code's displayed value in the Displayed Value field. This value appears in all lists of values that use the lookup code.

5. Enter a description for the lookup code in the Description field.

6. Enter an inactive date that the entered information is no longer active. Delete this date when you want to make the information active again.

7. Save your work.

   Note: You cannot change the lookup type or lookup code after you save the information in the window. You can change or update any other field.

Defining Transaction Nature Lookup Codes

Use the Lookup Codes window under the Brazilian Purchasing responsibility to define the transaction nature lookup codes. These codes are used for purchase orders, requisitions, requests for quotations (RFQ's), and quotations. You can select lookup codes from the lists of values (LOV's) in some windows after you have defined the lookup codes. You can also enter them manually.

To define transaction nature lookup codes:

1. Navigate to the Lookup Codes window (Brazilian Oracle Purchasing: Setup > Purchasing > Lookup Codes).

2. Enter *PO/Requisition Reason*, which is a predefined lookup type, in the Type field.

3. Define your own transaction nature lookup code in the Displayed Value field. This value appears in all lists of values that use the lookup code.

4. Enter a description for the lookup code in the Description field.

5. Enter an inactive date that the entered information is no longer active. Delete this date when you want to make the information active again.

6. Save your work.

   Note: You cannot change the lookup type or its displayed value after you save the information in the window. You can change or update any other field.

See also
Defining Lookup Codes, *Oracle Purchasing User's Guide*

Defining Tax Names

Use the Tax Names window to define tax names and types for Brazilian taxes, such as ICMS and IPI. You define the tax names you use for purchase orders, inventory items, shipments, requisitions, and releases. For more information about Brazilian taxes, see *Tax Overview* on page 64.

To define tax name information:

1. Navigate to the Tax Names window (Brazilian Oracle Purchasing: Setup > Financials > Accounting > Taxes).

2. Enter a unique tax name in the Tax Names field.

3. Enter a Brazilian tax type, such as ICMS and IPI, in the Tax Type field.

See also
Tax Names, *Oracle Payables User's Guide*

Defining the Tax Functional Matrix

Use the Tax Functional Matrix window to enter Tax Recoverable ICMS, Tax Recoverable IPI, and ICMS Compounded Base for different combinations of the Establishment Type, Contributor Type, and transaction nature codes. You can also enter whether or not IPI tax is applied. Payables uses the tax recoverable information when generating invoice distribution. Both Payables and Purchasing use the ICMS Compounded Base during tax calculation. Payables and Purchasing use the Tax Functional Matrix setup to calculate IPI tax.

Prerequisites

Before you can use the Tax Functional Matrix window, you must do the following:

- Identify the business practices that use IPI tax, tax recoverability, and ICMS compounded base amounts

- Define the Establishment Type and Contributor Type lookup codes in the Lookup Codes window under the Brazilian General Information responsibility

- Define the transaction nature lookup codes in the Purchasing Lookup Codes window

See also
Defining Lookup Codes, *Oracle Purchasing User's Guide*

To define Tax Functional Matrix information:

1.   Navigate to the Tax Functional Matrix window (Brazilian Oracle Purchasing: Setup > Tax > Functional Matrix).

2.   Enter all combinations of Establishment Type (assigned to your company location), Contributor Type (assigned to your supplier site), and Transaction Nature (assigned to the item or service). Each combination must be unique. The descriptions appear in the bottom of the window after you enter the information.

3.   Check the IPI Apply check box to apply IPI tax.

4.   Check the IPI Tax Recoverable check box if the IPI tax is recoverable and the IPI Apply check box is checked.

5.   Enter the IPI tax rate (percentage of recoverability). The rate must be between .1 and 100.

6.   Check the ICMS Tax Recoverable check box if the ICMS tax is recoverable and enter its rate (percentage of recoverability). The rate must be between .1 and 100.

7.   Check the Compounded Base check box if the ICMS tax has its base amount compounded with the IPI tax amount.

8.   Save your work.

Defining Fiscal Classifications

Use the Fiscal Classifications window to define the fiscal classification codes and the associated federal tax information. The fiscal classification code determines federal taxes, such as IPI and ICMS federal exception. You must assign the fiscal classification code to inventory items. You can assign the code to one-time items. The code follows the Brazilian Nomenclature of Merchandise (NBM) standard.

Prerequisites

Before you can use the Fiscal Classifications window, you must do the following:

• Identify all fiscal classification codes that your company uses

• Enter IPI and ICMS tax names and rates in the Tax Codes window
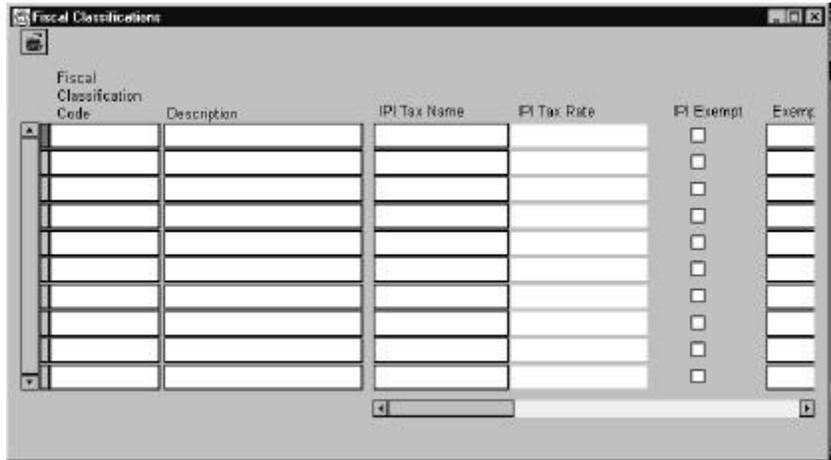
To define fiscal classification codes:

1. Navigate to the Fiscal Classifications window (Brazilian Oracle Purchasing: Setup > Tax > Fiscal Classifications).

2. Enter a unique fiscal classification code in the Fiscal Classification field.

3. Enter a description for the fiscal classification code in the Description field.

4. Enter IPI tax information for this code in the IPI fields. Enter an IPI tax name, or check the IPI Exempt box and enter a reason why the code is exempt from the IPI tax. If you enter an IPI tax name and its rate is reduced, you can enter an IPI rate reduced base in the IPI Rate Reduced Base field.

5. Enter an ICMS tax name exception in the ICMS Tax Name Exception field when there is a federal exception, such as superfluous items that are associated with the fiscal classification code.

6. Enter an inactive date that the entered information is no longer active. Delete this date when you want to make the information active again.

7. Save your work.

   Note: You cannot change a fiscal classification code after you save the information in the window. You can change or update any other field.

Defining Fiscal Information for Locations

Use the globalization flexfield in the Location window to enter the establishment type for your ship-to location. You must first specify the ship-to location information in the the Location window.

Prerequisites

Before you can use the Location window, you must define the Establishment Types and States in the QuickCodes window.

See also
QuickCodes, *Oracle Payables User's Guide*

To define fiscal information for locations:

1. Navigate to the Location window (Brazilian Oracle Purchasing: Setup > Organizations > Locations).

2. Define a location by entering information in the fields. In the Address Style field, enter *Brazil*. The Location Address window automatically appears.

(*continued*)

3. Enter the complete address of your location, or at least enter a state in the State field.

4. Press the OK button.

5. Navigate to the globalization flexfield in the Location window. The Additional Tax Information window appears. For instructions, see *Using Globalization Flexfields* on page 398.

Oracle Purchasing

6. Enter the establishment type for your location, such as Commercial or Industrial, in the Establishment Type field.

7. Press the OK button.

Note: You enter a Tax Rate Differential account in Payables. For more information, see *Defining Fiscal Information for Locations* on page 135.

Defining Supplier Site Information

Use the Supplier Sites window and the globalization flexfield to define fiscal parameters at supplier site level. You enter supplier information in both Payables and Purchasing.

Prerequisites

Before you can use the Supplier Sites window and the globalization flexfield, you must complete the following:

- Define the Brazilian states in the Lookup Codes window (lookup type *State*)

- Define the ICMS tax names in the Tax Names window

- Define the contributor types in the Lookup Codes window (lookup type *Supplier Contributor Type*)

For more information, see *Defining Supplier Site Information* on page 143.

See also
Payables Options, *Oracle Payables User's Guide*

Oracle Purchasing

To define supplier site information:

1. Navigate to the Supplier window (Brazilian Oracle Purchasing: Supply Base > Suppliers).

2. Navigate to the Supplier Sites window.

3. Enter the address for your supplier site. You must enter the state in the State field.

4. Choose the Invoice Tax alternative region.

5. Enter an ICMS tax exception for the supplier in the Invoice Tax Name field. All transactions with the supplier site will use this ICMS tax exception.

(*continued*)
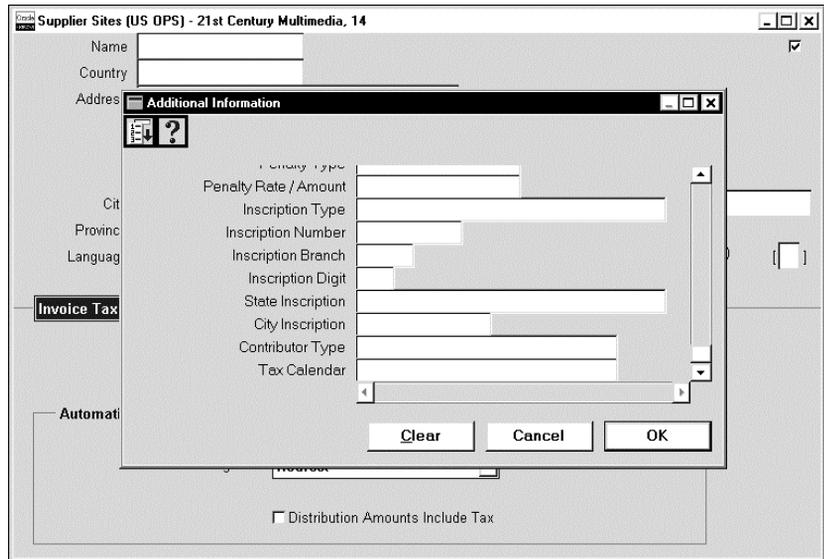
6. Navigate to the globalization flexfield. The Additional Information window appears. For instructions, see *Using Globalization Flexfields* on page 398.

7. Scroll down to the Contributor Type field. Enter a type such as *Industrial* or *Commercial.*

8. Press the OK button.

Defining Tax for Locations

Use the Tax Locations window to enter both interstate and intrastate ICMS tax names. The ICMS tax is assigned to ship-from state and ship-to state combinations.

Prerequisites

Before you can use the Tax Locations window, you must do the following:

- Identify the interstate and intrastate ICMS tax rates

- Enter the ICMS tax names and rates in the Tax Codes window

- Define the lookup codes for the Brazilian states in the Lookup Codes window under the Brazilian General Information responsibility

To define tax information for locations:

1. Navigate to the Tax Locations window (Brazilian Oracle Purchasing: Setup > Tax > Locations).

2. Enter the code for the ship-from state in the Ship From State region. The description of the code appears after you enter it.

3. Enter the code for the ship-to state in the Ship To State region. The description of the code appears after you enter it.

4. Enter a previously defined ICMS tax name for each combination of states. The rate appears in the Rate field after you enter the tax name.

5. Save your work.

Note: You cannot change the ship-from, ship-to states after you save the information in the window. You can only change the ICMS tax information.

Oracle Purchasing

Defining Tax Exceptions by Fiscal Classifications

Use the Tax Exceptions by Fiscal Classifications window to enter the ICMS tax exceptions for any existing combination of ship-from, ship-to states per fiscal classification code.

Prerequisites

Before you can use the Tax Exceptions by Fiscal Classifications window, you must do the following:

- Identify the interstate and intrastate ICMS tax exceptions per fiscal classification code

- Define tax locations (ship-from and ship-to states) in the Tax Locations window

- Define fiscal classification codes in the Fiscal Classifications window

- Enter the ICMS tax names and rates in the Tax Codes window

To define tax exceptions by fiscal classifications:

1. Navigate to the Tax Exceptions by Fiscal Classifications window (Brazilian Oracle Purchasing: Setup > Tax > Exceptions > Fiscal Classifications).

2. Enter a previously defined ship-from state in the Ship State From field. The associated ship-to state appears in the Ship State To field. The descriptions appear at the bottom of the window after you enter the information.

3. Enter an existing fiscal classification code in the Fiscal Classification Code field. The description appears at the bottom of the window after you enter the information.

4. Enter ICMS information. Check the ICMS Exempt box, ICMS Non-Incidence box, or enter an ICMS tax name. If you check the Exempt box, enter a reason in the Exempt Reason field. If you enter a tax name, the tax rate associated with the tax name appears. Enter an ICMS rate reduced base in the ICMS Reduced Base field.

5. Enter an inactive date that the entered information is no longer active. Delete this date when you want to make the information active again.

6. Save your work.

   Note: You cannot change the ship-from and ship-to states or the fiscal classification code after you save the information in the window. You can change or update any other field.

Defining Tax Exceptions by Items

Use the Tax Exceptions by Items window to enter the ICMS tax exceptions for any existing combination of ship-from and ship-to states per inventory item.

Prerequisites

Before you can use the Tax Exceptions by Items window, you must do the following:

- Identify the interstate and intrastate ICMS tax exceptions per fiscal classification code

- Define tax locations (ship-from and ship-to states) in the Tax Locations window

- Define items in the Master Items window

- Enter the ICMS tax names and rates in the Tax Codes window

To define tax exceptions by items:

1. Navigate to the Tax Exceptions by Items window (Brazilian Oracle Purchasing: Setup > Tax > Exceptions > Items).

2. Enter a previously defined ship-from state in the Ship State From field. The associated ship-to state appears in the Ship State To field. The descriptions appear at the bottom of the window after you enter the information.

3. Enter an existing inventory item in the Item field. The description appears at the bottom of the window after you enter the information.

4. Enter ICMS information. Check the ICMS Exempt box, ICMS Non-Incidence box, or enter an ICMS tax name. If you check the Exempt box, enter a reason in the Exempt Reason field. If you enter a tax name, the tax rate associated with the tax name appears. Enter an ICMS rate reduced base in the ICMS Reduced Base field.

5. Enter an inactive date that the entered information is no longer active. Delete this date when you want to make the information active again.

6. Save your work.

   Note: You cannot change the ship-from and ship-to states or the item after you save the information in the window. You can change or update any other field.

Defining Fiscal Information for Inventory Items

Use the globalization flexfield in the Master Item window to enter fiscal information for inventory items in all organizations. This fiscal information can be also updated at organization level.

Prerequisites

Before you can use the Master Item window, you must do the following:

- Define transaction nature lookup codes in the Lookup Codes window under the Brazilian Purchasing responsibility

- Define taxes in the Tax Names window

- Define fiscal classification codes in the Fiscal Classification Codes window

- Define lookup codes for the Item Origins, Tributary Federal Situations and Tributary State Situations, and Item Fiscal Type lookup types in the Lookup Codes window under the Brazilian General Information responsibility
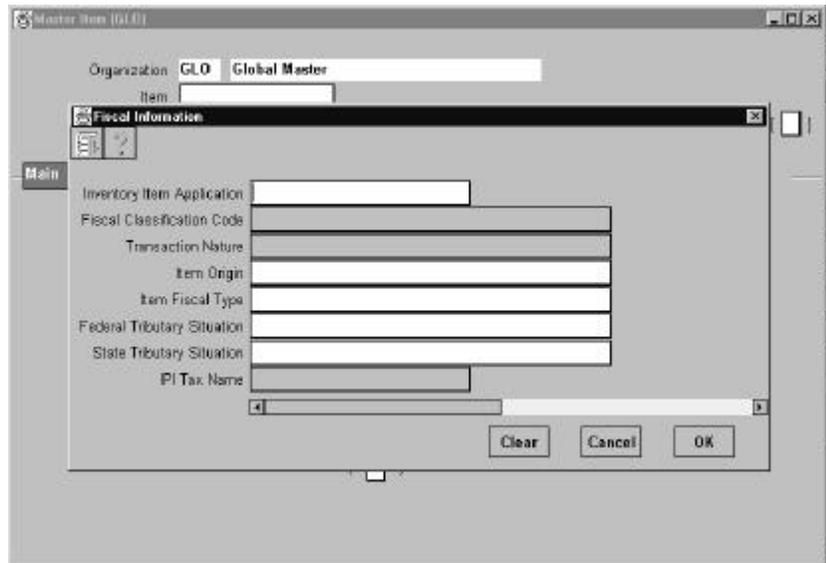
To define fiscal information for inventory items:

1. Navigate to the Master Item window (Brazilian Oracle Inventory: Items > Master Items).

2. Navigate to the globalization flexfield. The Fiscal Information window appears. For instructions, see *Using Globalization Flexfields* on page 398.

3. Enter a fiscal classification code in the Fiscal Classification Code field for the item.

4. Enter a transaction nature, such as *consumption* or *fixed assets*, in the Transaction Nature field.

5. Enter values used by the fiscal books in the corresponding fields:

- Item origin

- Item fiscal type

- A federal tributary situation, such as IPI exempt or taxable national product

- A state tributary situation, such as ICMS exempt or ICMS taxation deferred

- IPI tax name, if there is a specific tax rate for the item

    Note: This field is only available in Payables and Purchasing.

6. Press the OK button.

Viewing the Globalization Flexfield Control Level

Use the Item Attribute Controls window to see the control level for the globalization flexfields in Oracle Purchasing. The default value for the control level is Organization level and cannot be changed.

To view control level information:

1. Navigate to the Item Attribute Controls window (Brazilian Oracle Inventory: Setup > Items > Attribute Controls).

2. View the Global Descriptive Flexfield line and the control level in the Controlled At field.

Viewing Fiscal Information for Inventory Items

Use the globalization flexfield in the Item Attributes window to see the fiscal information for items from different inventory organizations.

Find Item Information				☐☐☒

Organization Scope **Single** ▾ Organization **CA5**

Item _____

Description _____

Attribute Display

Group _____

Attribute _____

Control Level _____ ▾

Clear	Revisions	Categories	Attributes

To view fiscal information for an inventory item:

1. Navigate to the Item Attributes window (Brazilian Oracle Inventory: Items > Item Information). The Find Item Information window appears.

2. Enter or query an inventory item in the Item field.

3. Press the Attributes button. The Item Attributes window appears with attribute names, groups, organizations, values, and control levels.

(*continued*)
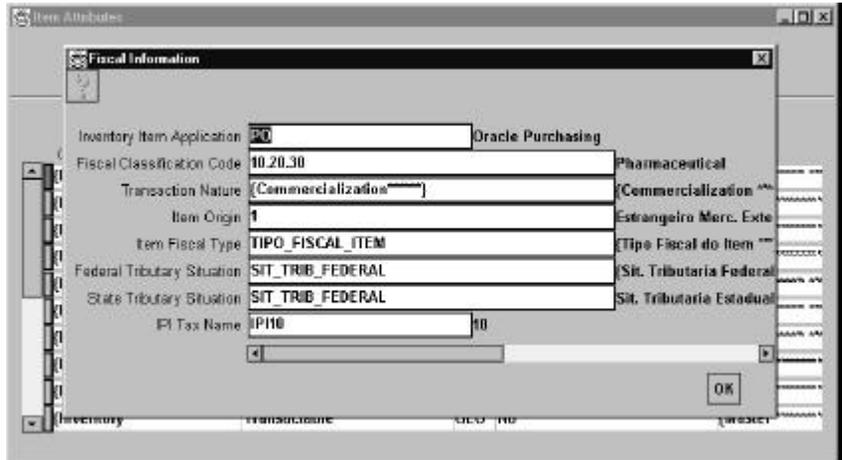
4. Select the Value field for the *Global Descriptive Flexfield* attribute that is in the Attribute field. The Fiscal Information globalization flexfield appears with the previously defined fiscal information for the item. The information cannot be changed.

5. Press the OK button.

Oracle Purchasing

Defining Fiscal Information for Item Templates

Use the globalization flexfield in the Item Templates window to enter the fiscal information for item templates.

Prerequisites

Before you can use the Item Templates window, you must do the following:

- Define transaction nature lookup codes in the Lookup Codes window under the Brazilian Purchasing responsibility

- Define taxes in the Tax Names window

- Define fiscal classification codes in the Fiscal Classification Codes window

- Define lookup codes for the Item Origins, Tributary Federal Situations and Tributary State Situations, and Item Fiscal Type lookup types in the Lookup Codes window under the Brazilian General Information responsibility
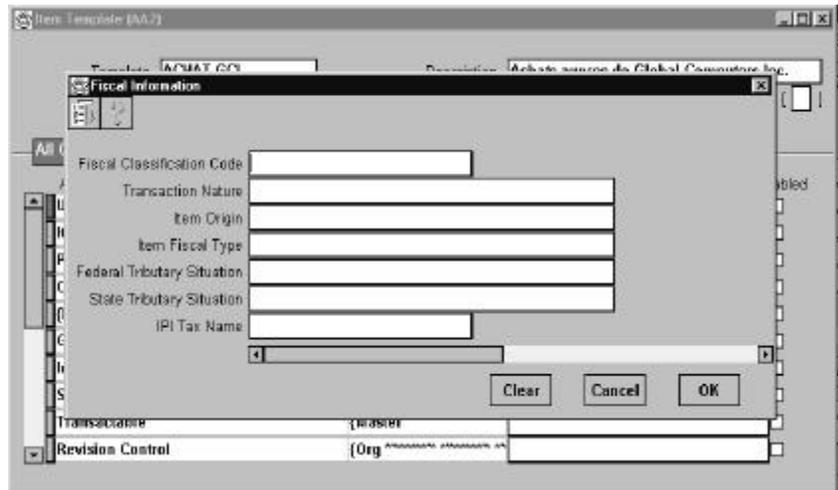
To define fiscal information for item templates:

1. Navigate to the Item Template window (Brazilian Oracle Inventory: Setup > Items > Templates).

2. Select the Value field for an item to navigate to the globalization flexfield. The Fiscal Information window appears.

3. Enter a fiscal classification code in the Fiscal Classification Code field for an item.

4. Enter a transaction nature, such as *consumption* or *fixed assets*, in the Transaction Nature field.

5. Enter values used by the fiscal books in the corresponding fields:

   - Item origin

   - Item fiscal type

   - A federal tributary situation, such as IPI exempt or taxable national product

   - A state tributary situation, such as ICMS exempt or ICMS taxation deferred

   - IPI tax name, if there is a specific tax rate for the item

     Note: This field is only available in Payables and Purchasing.

6. Press the OK button.

Defining Transaction Natures for One-Time Items

Use the globalization flexfield in the Purchasing Options window to enter a transaction nature for one-time items. The Transaction Nature is used as the default for one-time items when you:

- Enter a one-time item in the Requisitions window

- Select a one-time item from the Requisition template in the Requisitions window

- Enter a one-time item in the Purchase Order window

Prerequisites

Before you can use the Purchasing Options window, you must define transaction nature lookup codes in the Lookup Codes window under the Brazilian Purchasing responsibility.

To define a transaction nature for one-time items:

1. Navigate to the Purchasing Options window (Brazilian Oracle Purchasing: Setup > Organizations > Purchasing Options).
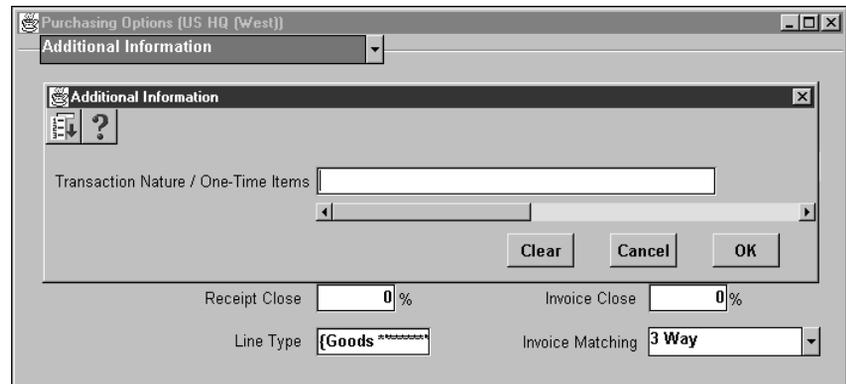
2. Choose the Additional Information alternative region. The Additional Information window appears.

3. Enter a transaction nature in the Transaction Nature/One-Time Items field.

4. Press the OK button.

Managing Requisitions

This section describes how to change the transaction nature for items that you are requesting and describes how the transaction nature is handled for items imported from other requisition systems.

Entering Transaction Natures for Requisitions

Use the Requisitions window to enter internal and purchase requisitions and enter the transaction nature for items that you are requesting.

Prerequisites

Before you can use the Requisitions window, you must do the following:

- Define transaction nature lookup codes in the Lookup Codes window under the Brazilian Purchasing responsibility

- Define transaction natures for inventory items in the Master Items window

- Define transaction natures for one-time items in the Purchasing Options window

To change a transaction nature:

1. Navigate to the Requisitions window (Brazilian Oracle Purchasing: Requisitions > Requisitions).

2. Choose the Items alternative region.

3. Enter either an inventory item or a one-time item in the requisition lines region. The transaction nature is the default in the Transaction Nature field based on the following conditions:

   - After you enter a requisition line for an inventory item, the transaction nature that is previously associated with the item is the default

   - If the requisition line is for a one-time item, the transaction nature that was previously entered in the Purchasing Options window is the default

   If you select an item from the Supplier Item Catalog or Requisition template, the same conditions apply.

4. Change the transaction nature in the Transaction Nature field if the item or service was requested for a different purpose.

See also
Entering Requisition Lines, *Oracle Purchasing User's Guide*

Importing Requisitions

Use the Requisition Import process to import requisitions from other Oracle or non-Oracle systems. If the system does not use transaction natures, the transaction natures previously defined for inventory items and at purchasing options level are assigned.

Run the Requisition Import process from the Submit Requests window. For instructions on using this window, see *Running Reports and Listings* on page 399.

Managing Purchase Orders

This section describes how to enter fiscal information for purchase order lines, and view tax information for purchase orders and releases.

Entering Fiscal Information for Items

Use the globalization flexfield in the Purchase Orders window to enter a transaction nature for inventory items and one-time items, and a fiscal classification code for one-time items. The fiscal classification code determines the taxes and tax exceptions at federal level, such as the IPI, IPI tax rate, IPI exemption, IPI reduced base, and ICMS superfluous.

Prerequisites

Before you can use the Purchase Orders window, you must do the following:

- Define transaction nature lookup codes in the Lookup Codes window under the Brazilian Purchasing responsibility

- Define fiscal classification codes in the Fiscal Classification Codes window

- Set up inventory items in the Master Item window

- Set up Purchasing options in the Purchasing Options window
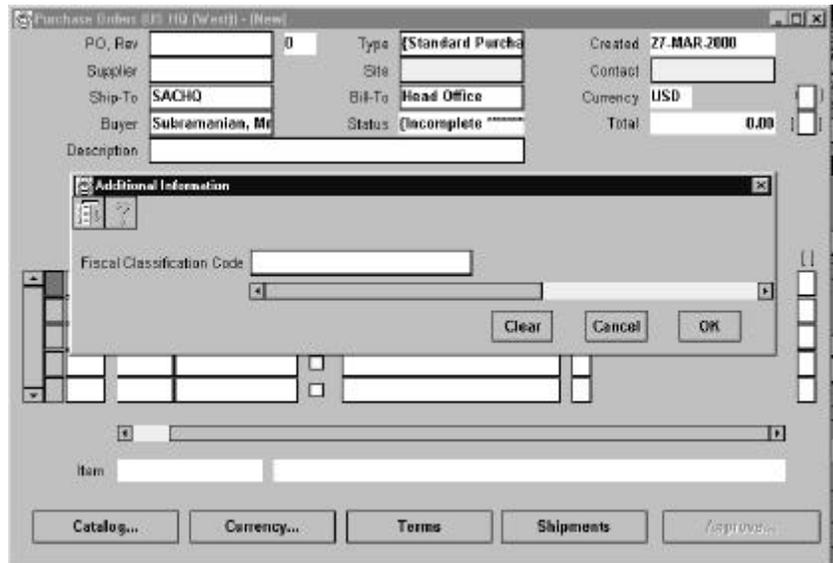
To enter fiscal information for one-time and inventory items:

1. Navigate to the Purchase Orders window (Brazilian Oracle Purchasing: Purchase Orders > Purchase Orders).

2. Choose the More alternative region.

3. Enter a transaction nature in the Transaction Nature field.

4. Navigate to the globalization flexfield. The Additional Information window appears. For instructions, see *Using Globalization Flexfields* on page 398.

5. Enter a fiscal classification code for one-time items in the Fiscal Classification Code field. The fiscal classification code automatically displays for inventory items and cannot be changed.

6. Press the OK button.

Oracle Purchasing

Viewing Purchase Order Tax

Use the globalization flexfield in the header of the Purchase Orders window to see the total IPI tax.

Prerequisites

Before you can use the Purchase Orders window, you must perform a complete tax setup for Purchasing.

To view the purchase order tax:

1. Navigate to the Purchase Orders window (Brazilian Oracle Purchasing: Purchase Orders > Purchase Orders).

2. Enter your purchase orders and save your work.

3. Navigate to the globalization flexfield in the header of the window. The Additional Information window appears. The total IPI tax is automatically calculated and displayed in the Total IPI Tax field. You cannot change the information.

4. Press the OK button.

Viewing Purchase Order Shipment Tax

Use the globalization flexfield in the Shipments window to see the ICMS and IPI tax information that is automatically calculated for the shipments.

Prerequisites

Before you can use the Shipments window, you must perform a complete tax setup for Purchasing.

To view the purchase order shipment tax:

1. Navigate to the Purchase Orders window (Brazilian Oracle Purchasing: Purchase Orders > Purchase Orders).

2. Press the Shipments button.

3. Enter the required shipment information and save your work.

4. Choose the Details alternative region to navigate to the globalization flexfield. The Additional Information window appears with the ICMS and IPI tax. You cannot change this information.

5. Press the OK button.

Viewing Release Tax

Use the globalization flexfield in the header of the Releases window to see the total IPI tax for a release.

Prerequisites

Before you can use the Releases window, you must perform a complete tax setup for Purchasing.

To view the release tax:

1. Navigate to the Releases window (Brazilian Oracle Purchasing: Purchase Orders > Releases).

2. Enter the required release information and save your work.

3. Navigate to the globalization flexfield in the header of the window. The Additional Information window appears. The total IPI tax is automatically calculated in the Total IPI Tax field. You cannot change the information.

4. Press the OK button.

Viewing Release Shipment Tax

Use the globalization flexfield in the Shipments region of the Releases window to see IPI and ICMS tax for shipments.

Prerequisites

Before you can use the Releases window, you must perform a complete tax setup for Purchasing.

To view the release shipment tax:

1. Navigate to the Releases window (Brazilian Oracle Purchasing: Purchase Orders > Releases).

2. Enter the required release information and save your work.

3. Choose the More alternative region.

4. Navigate to the globalization flexfield. The Additional Information window appears with the ICMS and IPI tax. You cannot change this information.

5. Press the OK button.

Autocreating Documents

Fiscal information for purchase orders and Brazilian taxes for purchase orders and releases are automatically generated during the autocreate process.

To view fiscal information in autocreated documents:

1. Navigate to the AutoCreate window (Brazilian Oracle Purchasing: Autocreate). The Find Requisition Lines window appears.

2. Enter selection criteria, such as the requisition number, supplier, and buyer for requisitions.
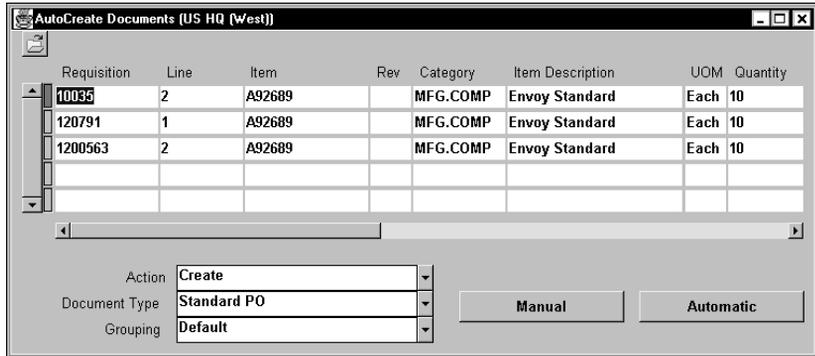
3. Press the Find button. The AutoCreate Documents window appears with requisitions.

4. Select a requisition for autocreating documents, such as a standard purchase order, a planned purchase order, or a blanket release. Press the Ctrl key and double-click on a requisition to select the requisition.
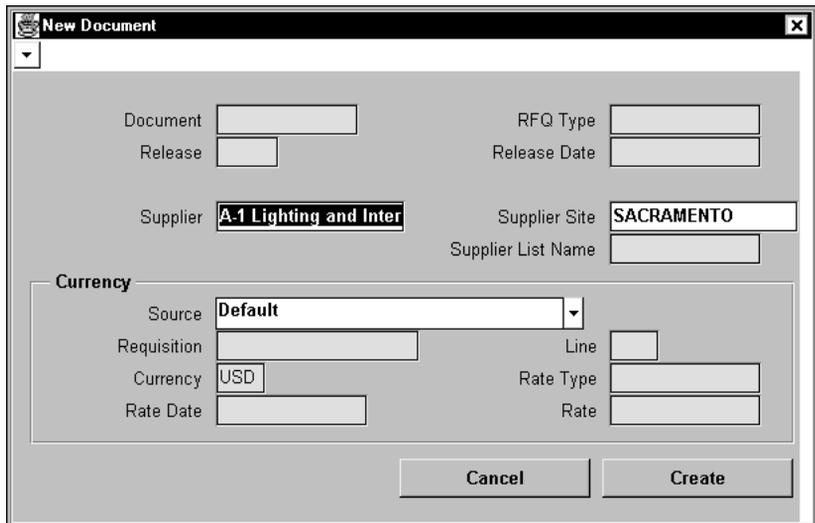
5. Press the Automatic button. The New Document window appears with information for the new document.

6. Press the Create button. The Purchase Orders window or Releases window appears with the document information that was autocreated.

Oracle Purchasing

For purchase orders, the fiscal information for the purchase order lines is automatically generated during the autocreate process. See *Entering Fiscal Information* on page 105 for more information.

The tax information is also automatically generated during the autocreate process for the purchase orders and releases. See *Viewing Purchase Order Tax* on page 107 and *Viewing Purchase Order Shipment Tax* on page 108. See *Viewing Release Tax* on page 109 and *Viewing Release Shipment Tax* on page 110.

See also
AutoCreate, *Oracle Purchasing User's Guide*

Oracle Payables

This chapter explains how to use Oracle Payables functionality developed for Brazil. It discusses:

- The tax, bank transfer, consolidated billing, and interest functionalities

- Setting up Brazilian Payables

- Managing invoices

- Entering and associating collection documents

- The Payment Workbench

- Reports

Tax Overview

Businesses in Brazil must collect and remit taxes to federal, state, and city governments on most of the goods and services that they buy. Tax Handling helps you to manage tax payments for invoices.

Basic Business Needs

The Tax Handling functionality lets you satisfy all of your tax requirements. You can do the following:

- Enter multiple taxes for an invoice, including compounded tax, VAT, and withholding tax (IPI, ICMS, ISS, IRRF, ICMS-ST)

- Handle tax reductions and exemptions in the calculation base and rate

- Automatically calculate a tax amount for a tax name you enter for an invoice

- Automatically create accounting entries for tax charges using the rates and accounts you define for your tax names

- Assign multiple tax rates and accounts to each invoice line

- Handle tax recovery when you enter an invoice

- Enter fiscal attributes for invoices, items, and suppliers

- Define additional tax types for your tax names

- Import invoices with fiscal attributes and associated tax information

- Tax differential rate handling for ICMS

Oracle Payables

Major Features

CFO

You must include this transaction type when you enter an invoice so the necessary information is applied in the fiscal books.

Tax Calculation -Entering an Invoice - IPI

Payables calculates IPI tax and creates IPI tax distribution lines for an invoice that is matched to a purchase order.

Automatic Tax Calculation on Matching against PO - IPI

This feature verifies that the tax name on an invoice line matches the tax name on the corresponding purchase order line. If the tax names are not the same, AutoApproval automatically places a Tax PO/Invoice Difference hold on the invoice.

The information regarding the calculation base, tax rate, and tax amount of the purchase order are automatically considered as base values when the purchase order is matched to the invoice.

If the quantity or unit price on the invoice is different than the quantity or unit price on the purchase order, the base and the value of the taxes are recalculated. If you change the tax rate when you enter the invoice, the tax value is recalculated. Payables leaves the invoice on hold when the calculation base values, rates, and values are different from those on the purchase order.

The Tax PO/Invoice Difference holds are generated if tax rates or amounts for the invoice lines and the corresponding lines on the purchase order are different.

Payables uses the calculation base, rate, and accounting information from the setup as default values for calculating the tax value. You can override this information at the item line level for instances when the tax applied is different from the default tax name used at setup. All of this information is stored at the line level during invoice entry.

Note: To select rates, Payables searches for tax names at the inventory item and then at the fiscal classification. It stops when a tax name is found.

For more information, see *Tax Calculation Logic Overview* on page 65.

Rate Differential - ICMS

Rate differential is the rate applied to items that were purchased from a different state and the interstate ICMS rate is lower than the intrastate rate.

The rate differential is identified by the operation fiscal code (CFO) 261, 262, 291, or 292. You use the Operation Fiscal Code window to assign a rate differential CFO.

Tax Calculation - Entering an Invoice - ICMS

Payables calculates your tax value based on your tax location when *ship-from* is defined in the Supplier Site window and *ship-to* is defined in the Payables Options window. You can override this information at the header level for instances when the tax applied is different from the default tax name used at setup. All of this information is stored by line during invoice entry.

Automatic Tax Calculation on Matching against PO - ICMS

This feature verifies that the tax name on an invoice distribution line matches the tax name on the corresponding purchase order distribution line. If the tax names are not the same, AutoApproval automatically places a Tax PO/Invoice Difference hold on the invoice.

The CFO that you specified for the invoice header is used as the default CFO value for the invoice lines.

Since the ICMS tax is price inclusive, the amount is deducted when the distribution is generated.

The purchase order calculation base, tax rate, and tax amount are automatically used as base values when the purchase order is matched to the invoice.

If the invoice quantity or unit price is different than the purchase order quantity or unit price, the base and the value of the taxes are recalculated. If you change the tax rate when you enter the invoice, the tax value is recalculated.

The Tax PO/Invoice Difference holds are generated only if the tax rates for the invoice lines and the corresponding lines on the purchase order are different.

Oracle Payables

Payables automatically uses the calculation base, rate, and accounting information from the setup and calculates the tax value. You can override this information at the item line level for instances when the tax applied is different from the default tax name used at setup. All of this information is stored by line during invoice entry.

Note: To select rates, Payables searches for tax names at the Supplier Sites, fiscal classification, item, and location levels. Payables uses the first tax name it finds.

Accounting entries are created for recoverable and non-recoverable taxes. For more information about tax calculation, see *Tax Calculation Logic Overview* on page 65.

Define Withholding Tax Calendar - Withholding Tax (IRRF, ISS, ICMS-ST)

The withholding tax calendar is used to associate the invoice date, accounting date, and terms date with the tax payment dates.

You define the payment time chart for each withholding tax. You do not need to define payment algorithms. You have total flexibility in payment date definition by tax type.

The dates entered in this table are validated against the system's date calendar with the criteria for payment date anticipation and postponement.

Report

Payables generates the Tax Register report for Brazil. This report lists suppliers, invoices, amounts, and tax information for invoices.

Bank Transfer Overview

Payments are usually transferred from the customer's bank account to the supplier's bank account. With bank transfer, an invoice is released for payment only after the supplier's bank sends a collection document for the related invoice to a customer. A customer can either pay on the individual collection document or pay on several collection documents listed on a report called a Bordero. The customer sends this report to its bank for release of payment.

Basic Business Needs

The Bank Transfer functionality lets you manage payments to suppliers. You can do the following:

- Use the most common methods of payments: Bank Collection and Credit to Account.

- Control the bank collection documents sent by the collecting bank. You can enter bank collection documents manually or with a bank file.

- Associate the bank collection document with a corresponding trade note, either manually or automatically.

- Disassociate bank collection documents from trade notes.

- Control collection documents and trade notes that are not associated in the system.

- Choose the automatic association method between bank collection documents and trade notes.

- Print the payment batch information in the Bordero format with abatement, discount, and interest amounts.

Oracle Payables

Major Features

Enter Bank Collection Documents Manually

You can manually enter collection documents in Payables that are sent by the bank. Trade notes are automatically associated with collection documents in Payables. If a customer uses the Bank Collection feature, a trade note cannot be paid until it is associated with a collection document.

Bank Collection Documents Interface

You can automatically load the collection document files sent by the bank using an interface module. As with manual entry, the collection documents are automatically related to the corresponding trade notes sent by suppliers.

Automatic Association During the Trade Note Manual Entry

As with manual collection document entry, you can relate a manually entered trade note to a collection document already in Payables with automatic association criteria. See *Defining Bank Transfer Information* on page 130 for information about setting up automatic trade note and bank collection document association.

Automatic Association During the Import of Trade Notes

As with manual collection document entry, you can relate an imported trade note to a collection document already in Payables with automatic association criteria. See *Defining Bank Transfer Information* on page 130 for information about setting up automatic trade note and bank collection document association.

Control of Bank Collection Documents that are not Associated

You can identify a collection document registered in Payables before you enter the corresponding trade note. After you enter the trade note, Payables relates it to a collection document that is not associated according to the association method you choose at setup. If this relationship is not within the automatic association criteria, you can choose a trade note and do the association manually.

Control of Trade Notes that are not Associated

You can relate a trade note with any collection document at any time before the trade note is due for payment.

Trade Note and Bank Collection Document Manual Association and Dissociation

You can manually relate any unassociated trade note to an unassociated collection document. You can unassociate a trade note as long as it was not selected for payment.

Automatic Association Method

You can choose the automatic association method for trade notes and collection documents among the methods supplied by Payables. See *Defining Bank Transfer Information* on page 130 for setting up automatic association of trade notes and bank collection documents.

Control the Automatic Association at Several Levels in the System

You can define the automatic association at system level, supplier level, supplier site level, and document level. The value of each level defaults from the next higher level.

Generate the Payment Batch Information using the Bordero Format

You can print the payment batch information with the Bordero format. The Bordero format payment program lets you print information for both types of Borderos:

- Bordero of credit to account

- Bordero of authorization of payment

Print Checks in Portuguese

You can print checks in Portuguese with the Check Format program.

Include Supplier Bank Account Information in Borderos of Credit to Account

With Payables, you can now pay each trade note for an invoice from different bank accounts.

The system uses the trade note bank account information to create the Bordero of Credit to Account.

See also

Defining Supplier Bank Accounts, *Oracle Payables User's Guide*

Reports

Payables generates the following reports for Brazil:

- **Associated Trade Notes and Bank Collection Documents report** - Lists trade notes and associated bank collection documents

- **Not Associated Trade Notes and Bank Collection Documents report** - Lists trade notes not associated with collection documents and bank collection documents not associated with trade notes

- **Import Bank Collection Documents report** - Lists bank collection documents that are not validated after they are imported to Payables

- **Bordero Bank Transfer Request report** - Lists bank account information for trade notes, credit, debit memo information, net values, and interest amounts

- **Check Format Program report** - Formats your payments in Brazilian check format

Consolidated Billing Overview

Consolidated Billing lets you enter fiscal information in a shipping invoice and then match it with a consolidated invoice for auditing purposes.

Basic Business Needs

The Consolidated Billing functionality lets you satisfy the Brazilian Consolidated Billing requirements. You can do the following:

- Enter shipping invoices as standard invoices

- Enter consolidated invoices

- Associate one or more shipping invoices with a consolidated invoice

- Disassociate shipping invoices already associated with consolidated invoices

- Perform the normal invoice approval process

- Enter physical, tax, and financial information at the time the goods are received, based on the shipping invoices

- Cancel a consolidated invoice

Major Features

Shipping Invoice

You can use the shipping invoice for purchasing items and services. To associate a shipping invoice, you need to match it with a consolidated invoice. You can use the standard invoice to enter the shipping invoice information and pay for it.

Shipping Invoice Import

You can import shipping invoices from other accounting systems as standard invoices. You follow the same rules for the manually entered standard invoices.

Consolidated Invoice

You use a consolidated invoice to match a shipping invoice you want to pay within the same payment terms. You cannot import a consolidated invoice. You can optionally enter a pay group used in all shipping invoices and group them for payment.

Tax Treatment

You can enter Brazilian tax information for standard invoices (shipping invoices). You can store some taxes parameters at invoice line level. These parameters are used to calculate the tax amount for the invoice.

Interest Parameters

You can see interest information for standard invoices. You can store interest parameters at different levels (supplier, supplier site, payment schedule).

For the standard invoice, you will have default interest information from the supplier site. You can override interest information at the payment schedule level.

Collection Documents

You can pay an invoice by associating a trade note with a collection document.

You can choose to automatically associate a collection document with a trade note. You can also associate them manually.

Reports

Payables generates the following reports for Brazil:

- **Consolidated Invoice Register** - Lists suppliers, amounts, and related shipping invoices for consolidated invoices

- **Canceled Consolidated Invoices** - Lists suppliers, amounts, related shipping invoices, and cancellation information for canceled consolidated invoices

Interest Overview

Interest Handling lets you define interest parameters at supplier level, supplier site level, or trade note level. When you pay an overdue invoice, Payables automatically creates an interest invoice for the overdue invoice and creates a corresponding payment.

Basic Business Needs

The Interest functionality lets you satisfy the Brazilian Interest requirements. You can do the following:

- Calculate interest based on the business day calendar and see the interest amount and number of days the payment is late. If the payment due date is on a weekend or holiday, you can keep, change, or delete the due date that is used for the interest calculation.

- Define the period that interest must be calculated for.

- Define a penalty fee for an overdue invoice.

- Allow for grace days in the event of a late payment.

- Allow for simple or compounded interest calculations.

- Allow for interest billing in percent or value.

- Allow for interest invoice generation and accounting.

Major Features

Different Level of Interest Definition

You can define interest parameters at supplier level, supplier site level, or trade note level.

Automatic Interest Calculation

You can pay an overdue invoice with either a payment batch, manual payment, or a QuickCheck. Payables automatically creates an interest invoice for the overdue invoice and creates a corresponding payment when you create your payment batch, manual payment, or QuickCheck payment. If you manually pay an overdue invoice, Payables warns you that the interest is due for the invoice; you should pay the invoice in a payment batch or with a Quick payment.

See also
Quick Payments, *Oracle Payables User's Guide*

Payment or Cancel the Calculated Interest Amount

You can pay or cancel the calculated interest amount when you pay the main amount. You can also change the interest invoice amount.

Penalty Fee

You can define a penalty fee and the interest when you pay an overdue invoice.

### Interest Calculation Based on Business Day Calendar

Payables calculates interest according to the business day calendar and shows the interest value and number of days a payment is late. If the due date is a weekend or a holiday, Payables lets you anticipate, postpone, or keep the due date for the interest calculation.

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Setting up Brazilian Payables

This section describes the setup procedures for Brazilian Payables. You must enter the setup information for your company before you create and import invoices and collection documents, or run any of the Payables reports.

Defining Bank Transfer Information

Use the globalization flexfield in the Payables Options window to enter options for bank transfer. Payables uses these options to enable the bank transfer feature.
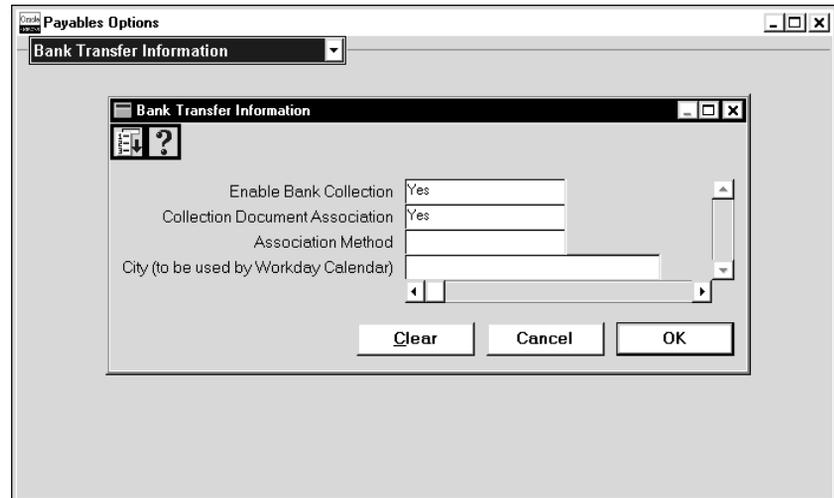
To enter bank transfer information:

1. Navigate to the Payables Options window (Brazilian Oracle Payables: Setup > Options > Payables).

2. Choose the Bank Transfer Information alternative region to navigate to the globalization flexfield. The Bank Transfer Information window appears.

3. In the Enable Bank Collection field, enter either *Yes* or *No* to enable the bank transfer feature that associates all registered collection documents and trade notes.

4. In the Collection Document Association field, enter *Yes* to automatically associate new bank collection documents with new trade notes. Enter *No* if you are manually associating collection documents with trade notes.

   Note: You must enter a value in this field if you entered *Yes* in the Enable Bank Collection field.

5. Enter an association method listed in the table below. Trade notes and collection documents are matched based on the criteria you choose.

Note: You must enter a value in this field if you entered *Yes* in the Collection Document Association field.

| Association Method	Description
Method1	Invoice number and due date
Method2	Supplier site and supplier name
Method3	Supplier site or supplier name
Method4	Invoice number and due date and supplier site
Method5	Invoice number and due date and supplier name
Method6	Invoice number and gross amount and due date
Method7	Invoice number and gross amount and due date and supplier site
Method8	Invoice number and gross amount and due date and supplier name
Method9	Invoice number and gross amount and due date and supplier site and supplier name
Method10	Invoice number and gross amount and due date or supplier site and supplier name

(*continued*)

Association Method	Description
Method11	Invoice number or gross amount and due date and supplier site
Method12	Gross amount and due date and supplier site
Method13	Gross amount and due date and supplier name

6. Enter the city where the company is located if you previously chose a company as the payment location in the System Profile Options window. For more information about this window, see *Defining Company Information* on page 32.

7. Press the OK button.

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Defining Tax Names

Use the globalization flexfield in the Tax Names window to enter additional tax information for ICMS and Withholding Tax types. After you enter either one of these tax types in the Tax Names window, you must supply additional information in the globalization flexfield.
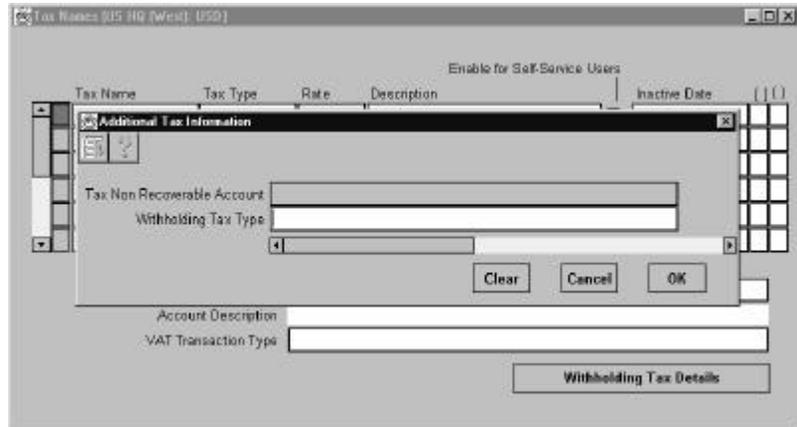

To enter ICMS and withholding tax information:

1. Navigate to the Tax Names window (Brazilian Oracle Payables: Setup > Tax > Names) and enter or query a tax name.

2. Navigate to the globalization flexfield. The Additional Tax Information window appears. For instructions, see *Using Globalization Flexfields* on page 398.

3. Enter an account for non-recoverable tax amounts if you entered ICMS as the tax type in the Tax Names window. You enter this account in the Tax Non-Recoverable Account field. This account is assigned to the tax name that you defined in the Tax Names window. The account is used only if you do not match your invoice with a purchase order.

4. Enter one of the following withholding tax types in the Withholding Tax Type field if you entered Withholding Tax as the tax type in the Tax Names window:

   - ICMS-ST

   - IRRF

   - ISS

5. Press the OK button.

Defining Currency Information

Use the globalization flexfield in the Currencies window to enter a
CNAB standard code for currency used in the Import Bank Collection
Documents program. When a bank sends a collection document file to
the company, Payables validates the collection document's CNAB
standard code against the CNAB standard code defined in this
flexfield.
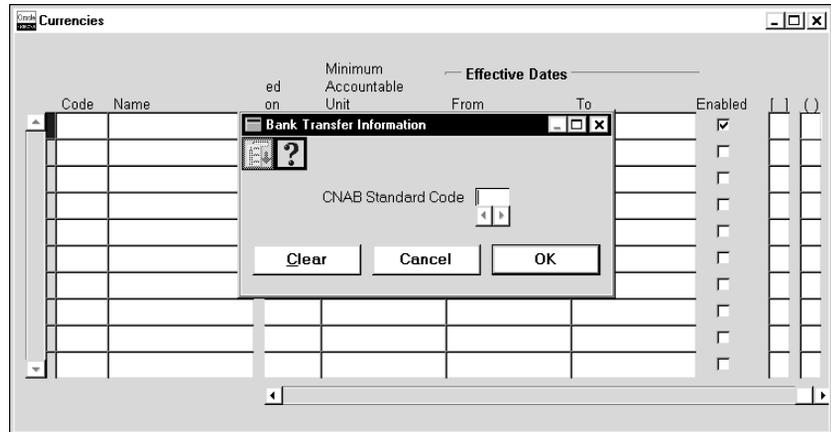
To enter a CNAB standard code:

1. Navigate to the Currencies window (Brazilian Oracle Payables:
    Setup > Currency > Define).

2. Navigate to the globalization flexfield. The Bank Transfer
    Information window appears. For instructions, see *Using
    Globalization Flexfields* on page 398.

3. Enter a CNAB code from your bank's list of CNAB codes.

4. Press the OK button.

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Defining Fiscal Information for Locations

Use the globalization flexfield in the Location window to enter information used to calculate tax for the ship-to location. You specify the ship-to location in the the Location window. You use the globalization flexfield instead of entering tax name information in the Location window. The Tax Name field in the Location window is disabled.

Note: Use this window only if you are using Oracle Purchasing.

Prerequisites

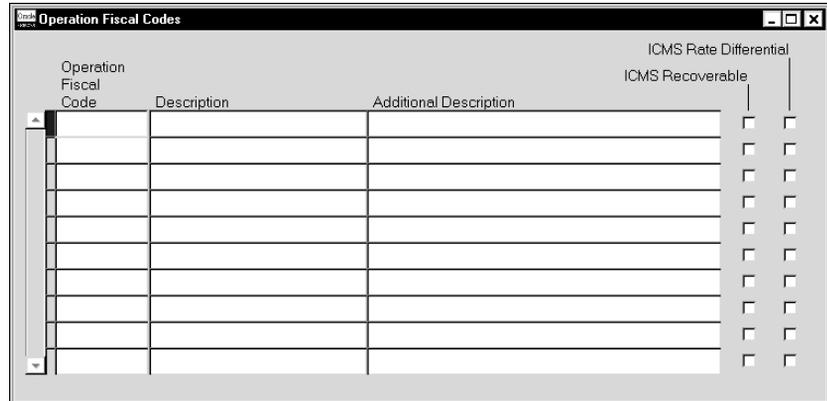Before you can use the Location window, you must define the Establishment Types and States in the Lookup Codes window.

To enter fiscal information for locations:

1. Navigate to the Location window (Brazilian Oracle Payables: Employees > Locations).

2. Navigate to the globalization flexfield. The Additional Tax Information window appears. For instructions, see *Using Globalization Flexfields* on page 398.

3. Enter the establishment type for your location, such as commercial or industrial, in the Establishment Type field.

4. Enter an account for tax rate differential in the Tax Rate Differential Account field if the shipping location uses a different tax rate than your company. The tax rate differential applies to only ICMS tax.

5. Press the OK button.

Defining Operation Fiscal Codes

Use the Operation Fiscal Codes window to define operation fiscal codes (CFO) used in your company. Your company defines these codes. You select a CFO from a list of values when you enter an invoice in the Invoice Workbench window.

To enter operation fiscal codes:

1. Navigate to the Operation Fiscal Codes window (Brazilian Oracle Payables: Setup > Tax > CFO).

2. Enter a CFO in the operation fiscal code field.

3. Enter a code description in the Description field.

4. Enter any additional information in the Additional Description field.

5. Check either the ICMS Recoverable box or the ICMS Rate Differential box depending on the type of CFO. The rate differential is identified by the CFO code 261, 262, 291, or 292.

6. Save your work.

Defining a Withholding Tax Calendar

Use the Tax Calendars window to define a withholding tax calendar for each type of withholding tax. You use this calendar to create an invoice to pay withholding tax for an approved invoice.

Note: You can automatically generate dates in this window if you run the Withholding Tax Calendar Generation concurrent program from the Submit Requests window.

To enter withholding tax information:

1. Navigate to the Tax Calendars window (Brazilian Oracle Payables: Setup > Tax > Withholding > Tax Calendar).

2. Enter a calendar name in the Calendar Name field.

3. Enter a description of the tax calendar that you are defining in the Description field.

4. Enter one of the following dates in the Base Date field:

   - Invoice date

   - Terms date

   - GL date

5. Enter one of the following withholding tax types in the Tax Type field:

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- ICMS-ST

- IRRF

- ISS

6. Enter starting and ending dates for the period that the withholding tax payment is due.

7. Enter a final due date in the Due Date field.

8. Check the Active box.

   Note: You cannot make any changes to a line after this box is checked. To change any information in a line, uncheck the Active box, enter the date in the Inactive date field to make the line inactive, and create a new line with the changed information.

9. Save your work.

Defining Bank Information

Use the Banks window to define your internal bank accounts that you disburse payments from (Brazilian Oracle Payables > Setup > Payment > Banks). Payables validates the bank code and branch code and displays a warning if you enter invalid bank information.

You define your home country as *Brazil* in the Member State field in the VAT registration region in the Financials Options window. If you enter a country other than Brazil, Payables validates that the required fields have the following attributes:

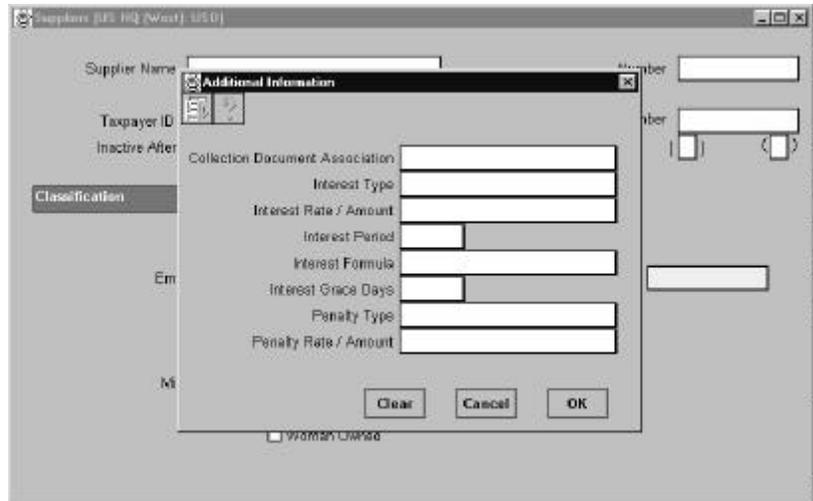| Required Fields	Accepted Data Type	Maximum Length	Padded with Leading Zeros?
Bank Name	alphanumeric	30	No
Branch Name	alphanumeric	30	No
Bank Number	numeric	3	Yes
Branch Number	numeric	5	Yes

See also

Banks, Financials Options window reference, *Oracle Payables User's Guide*

Defining Supplier Information

Use the globalization flexfield in the Suppliers window to define interest parameters at supplier level. You can also change the collection document association for a supplier specified in the Suppliers window.

To define interest parameters at supplier level:

1. Navigate to the Suppliers window (Brazilian Oracle Payables: Suppliers > Entry).

2. Navigate to the globalization flexfield. The Additional Information window appears. For instructions, see *Using Globalization Flexfields* on page 398.

3. Enter *Yes* in the Collection Document Association field to automatically associate new bank collection documents and new trade notes. Enter *No* if you are manually associating collection documents with trade notes. The option you entered in the Payables Options window is used as the default for that supplier.

4. Define interest parameters that Payables uses to calculate and pay interest on overdue invoices. You enter these parameters in the interest fields. You must first, however, enable the Automatic Interest Calculation Payables option in the Payables Options window, as well as enable the interest for this particular supplier.

(*continued*)

5. Enter either *Rate* or *Amount* for the penalty type and interest type.

6. Enter the penalty amount in the Penalty Rate/Amount field.

See also

Payables Options, *Oracle Payables User's Guide*

Defining Supplier Site Information

Use the globalization flexfield in the Supplier Site window to define interest parameters at supplier site level. You can also change the collection document association for a supplier specified in the Supplier Site window. The interest and bank transfer parameters are defaulted from the supplier level.

To define interest parameters at supplier site level:

1. Navigate to the Suppliers window (Brazilian Oracle Payables: Suppliers > Entry).

2. Choose the Sites alternative region.

3. Select a site and press the Open button. The Supplier Sites window appears.

4. Navigate to the globalization flexfield. The Additional Information window appears. For instructions, see *Using Globalization Flexfields* on page 398.

5. Enter *Yes* in the Collection Document Association field to automatically associate new bank collection documents and new trade notes. Enter *No* if you are manually associating collection documents with trade notes. The option you entered in the Suppliers window is used as the default for that supplier site.

<div align="right">(<i>continued</i>)</div>

6. Define interest parameters that Payables uses to calculate and pay interest on overdue invoices. You enter these parameters in the interest fields. You must first, however, enable the Automatic Interest Calculation Payables option in the Payables Options window, as well as enable the interest for this particular supplier.

7. Enter either *Rate* or *Amount* for the penalty type and interest type.

8. Enter the penalty amount in the Penalty Rate/Amount field.

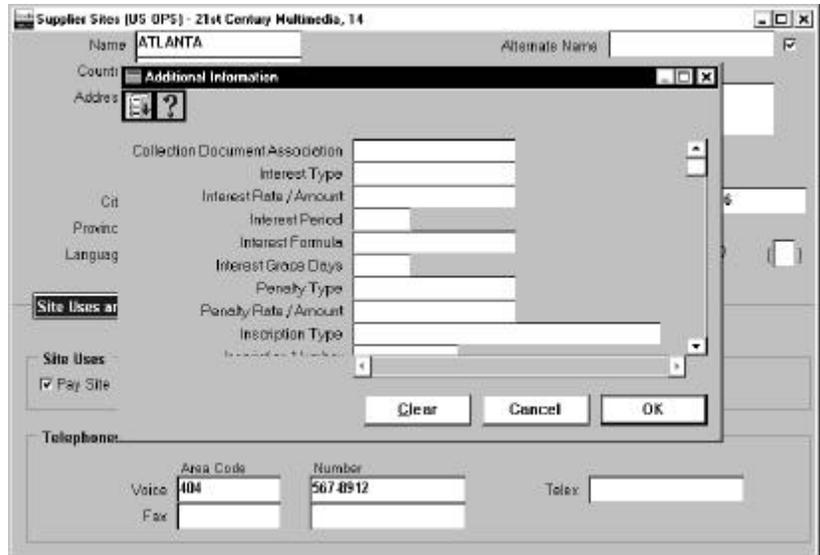9. Enter one of these values in the Inscription Type field:

   • CGC

   • CPF

   • Others

10. Enter the other inscription information according to the inscription type you entered.

For this value…	Enter this information…
CGC	Inscription number, branch, and digit
CPF	Inscription number and digit
Others	Any

11. Enter a state inscription number in the State Inscription field.

12. Enter a city inscription number in the City Inscription field.

13. Enter a contributor type that you previously defined in the Lookup Codes window. See *Defining Lookup Codes* on page 35 for more information.

14. Enter a tax calendar that you previously defined in the Tax Calendar window. See *Defining a Withholding Tax Calendar* on page 138 if your supplier type in the Suppliers Summary window is Tax Authority.

15. Press the OK button.

See also
Payables Options, *Oracle Payables User's Guide*

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Managing Invoices

This section describes how to enter tax information for invoices, define interest parameters and penalty fees, enter tax codes for matched invoices and purchase order shipments, and assign a CFO to invoice distributions. You use globalization flexfields in the Invoice Workbench window. This section also explains how to import invoices from other accounting systems.

Entering Invoice Workbench Information

Use the globalization flexfields in the Invoice Workbench to enter additional invoice information. The Invoice Workbench is used to enter, adjust, and review your invoices and invoice batches. The globalization flexfields are in the Invoices, Scheduled Payments, Match to PO, and Distributions windows.

Entering Invoice Tax Information

Use the globalization flexfield in the Invoices window to enter additional tax information for your invoice.
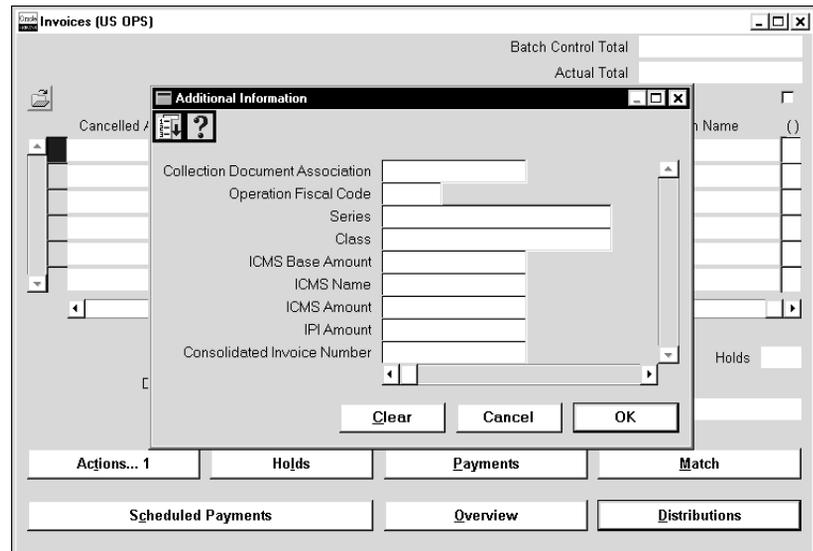
To enter invoice tax information:

1. Navigate to the Invoices window (Brazilian Oracle Payables: Invoices > Entry > Invoices).

2. Navigate to the globalization flexfield. The Additional Information window appears. For instructions, see *Using Globalization Flexfields* on page 398.

3. Enter *Yes* or *No* in the Collection Document Association field to associate an invoice with a collection document.

4. Enter an operation fiscal code for the invoice.

5. Enter a series and class as defined in the Lookup Codes in the Series and Class fields. See *Defining Lookup Codes* on page 35 for more information.

6. Enter the tax parameters ICMS Base Amount, ICMS Name, ICMS Amount, and the IPI Amount.

   Note: If the invoice you enter was already matched with a consolidated invoice, the consolidated invoice number is displayed in the Consolidated Invoice Number field. This field is display only.

7. Press the OK button.

When you save your invoice, tax distribution lines are automatically generated. Trade notes are automatically associated with collection documents. The due date for the invoice is checked against the business day calendar.

See also
Invoices, *Oracle Payables User's Guide*

Defining Invoice Interest and Penalty Fees

Use the globalization flexfield in the Scheduled Payments window to define payment interest and penalty fees for payment schedules (trade notes). Parameters that were defined at the supplier site level are displayed; you can change them, however.

Note: The due date in the Scheduled Payments window is validated against the date defined in the business day calendar. For more information about the business day calendar, see *Creating the Business Day Calendar* on page 39.

Prerequisites

Before you can use the globalization flexfield in the Scheduled Payments window, you must enable the Automatic Interest Calculation in the Payables Options and Suppliers windows.
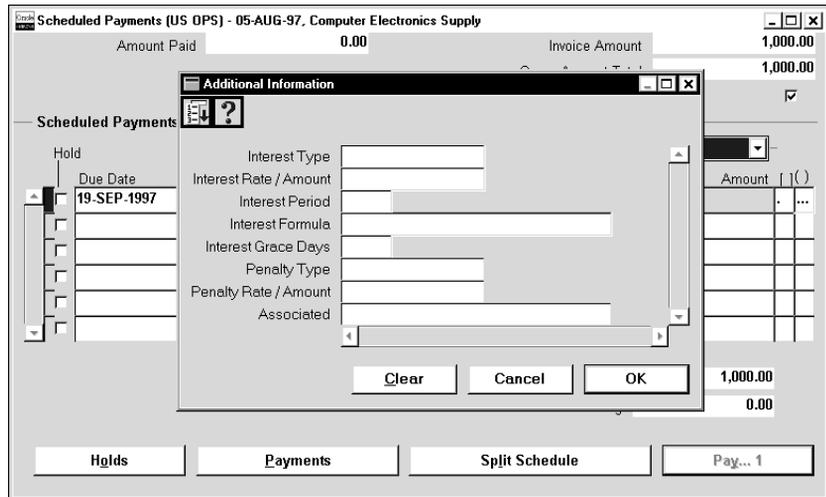
To enter interest and penalty fee information:

1. Navigate to the Invoices window (Brazilian Oracle Payables: Invoices > Entry > Invoices).

2. Press the Scheduled Payments button. The Scheduled Payments window appears.

3. Navigate to the globalization flexfield. The Additional Information window appears. For instructions, see *Using Globalization Flexfields* on page 398.

4. Enter *Rate* or *Amount* in the interest type field.

   Note: If you enter this parameter, you must enter parameters in the remaining interest fields.

5. Enter the interest rate or amount that is calculated per period in the Interest Rate/Amount field. The rate must be between 0 and 100.

6. Enter the number of days in the interest period in the Interest Period field.

7. Enter *Simple* or *Compound* for the interest formula.

8. Enter the number of grace days in the payment period.

(*continued*)

9. Enter *Rate* or *Amount* in the penalty type field.

   Note: If you enter this parameter, you must enter parameters in the remaining penalty fields.

10. Enter the penalty fee rate or amount that is calculated per period in the Penalty Rate/Amount field. The rate must be between 0 and 100.

    Note: If the invoice you enter was already matched with a collection document, the collection document number is displayed in the Associated field. This field is display only.

11. Press the OK button.

See also
Payments, *Oracle Payables User's Guide*

Entering Tax for Purchase Order Shipments

Use the globalization flexfield in the Match to PO window to enter the tax information for purchase order shipments. When you select to match your invoice to purchase order shipments, Payables applies these tax amounts to the distribution amounts.

To enter tax codes and amounts:

1. Navigate to the Invoices window (Brazilian Oracle Payables: Invoices > Entry > Invoices).

2. Press the Match button. The Match to PO window appears.

3. Check the first check boxes next to the shipping lines that you want to match to the invoice. You can make any changes to the Quantity Invoiced, Unit Price, or Match Amount fields.

4. Navigate to the globalization flexfield. The Additional Tax Information window appears. For instructions, see *Using Globalization Flexfields* on page 398.

5. If the purchase order does not have taxes assigned to it, enter tax information in the ICMS Base Amount, ICMS Name, ICMS Amount, IPI Base Amount, IPI Name, and IPI Amount fields. If taxes are assigned, you can change any of them in the Additional Tax Information window.

6. Press the OK button. The taxes are automatically calculated according to the tax setup parameters. See *Setting up Brazilian Purchasing* on page 69.

When you complete the match, tax distributions are automatically generated according to the tax information you previously entered.

See also
Entering Purchase Order Matched Invoices, *Oracle Payables User's Guide*

Entering Invoice Distribution Information

Use the globalization flexfield in the Distributions window to enter an operation fiscal code (CFO) for invoice distributions. The CFO identifies the type of transaction for tax purposes.

To enter an operation fiscal code:

1. Navigate to the Invoices window (Brazilian Oracle Payables: Invoices > Entry > Invoices).

2. Press the Distributions button. The Distributions window appears.

3. Press the folder button to navigate to the globalization flexfield.

4. Enter a CFO for the distributions in the Operation Fiscal Code field. The CFO is defaulted from the invoice level.

5. Press the OK button.

See also

Entering Invoice Distributions, *Oracle Payables User's Guide*

Importing Invoices

Run the Import Invoice concurrent program to import invoices from other accounting systems. You can use Payables to pay these invoices and create journal entries to post to General Ledger. You can also create invoices from expense reports you enter in Payables, Oracle Web Expenses, or Oracle Projects.

The information you entered in the Import Interface table is used to create the invoices. You run the Import Invoice program from the Submit Requests window.

For more information about how the interface table is used and how to load information into it, see *Payables Invoice Import Program* and *Invoice Import Interface Tables* in the Oracle Payables User's Guide.

See also

Invoice Import*, Oracle Projects User's Guide*

Entering Consolidated Invoice Information

Use the Consolidated Invoices window to enter, query, and cancel consolidated invoices. You can also match shipping invoices to a consolidated invoice and query shipping invoices and consolidated invoices.

Prerequisites

Before you can use the Consolidated Invoices window, enter shipping invoices in the Invoice Workbench and enter suppliers in the Suppliers window.

To enter consolidated invoice information:

1. Navigate to the Consolidated Invoices window (Brazilian Oracle Payables: Invoices > Entry > Consolidated Invoices).

(*continued*)

2. Enter invoice information in the fields. Information about specific fields is below.

In this field…	Enter this value…
Supplier and Supplier Number	A supplier's name or number. When either the supplier or the supplier's number is entered, the other automatically appears. The supplier's name and number on the consolidated invoice must be the same as those on the shipping invoice. Inactive supplier information is not displayed.
Number	A consolidated invoice number that must be unique. If you do not enter a value, the current date is used as the invoice number.
Amount	The total consolidated invoice amount. This amount is validated when the consolidated invoice is matched to one or more shipping invoices.
Description	A description. This description also appears in reports and inquiry windows. You may want to describe shipping invoice information that is related to the consolidated invoice.
Pay Group	The payment group for the invoice. You can use pay groups to group invoices into categories for payment batches.
Status	The status of the consolidated invoice (Canceled, Approved) is displayed.

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3. Press the Match button to match a consolidated invoice with
    Approved status with shipping invoices. The Find Invoices to
    Match window appears.

4. Enter selection criteria to find invoices, or leave the fields blank for
    all.

5. Press the Find button. The Shipping Invoices window appears.

(*continued*)

Shipping Invoices

| Supplier | 21st Century Multimedia | Consolidated Invoice | 01-MAR-2000 |
| Supplier Number | 14 | Consolidated Invoice Amount | 500.00 |

Shipping Invoices

Selected	Invoice Number	Invoice Date	Holds Active	Currency	Invoice Amount	Payment Terms	Terms Date
☐	0221	20-JUL-1993	0	USD	1.00	45 Net	20-JUL-93
☐	04-feb-00	04-FEB-2000	1	USD	100.00	Immediate	04-FEB-00
☐	04-jan-00	04-JAN-2000	0	USD	10,000.00	Immediate	04-JAN-00
☐	05-feb-00	04-FEB-2000	0	USD	100.00	Immediate	04-FEB-00
☐	07-jan-94	07-JAN-1994	0	USD	100.00	45 Net	07-JAN-94
☐	08-feb-96	08-FEB-1996	0	USD	1,000.00	Immediate	08-FEB-96
☐	08-jan-96	08-JAN-1996	0	USD	5,000.00	Immediate	08-JAN-96
☐	1001	17-APR-1995	0	USD	50,000.00	45 Net	17-APR-95
☐	11-jan-00	11-JAN-2000	1	USD	100,000.00	Immediate	11-JAN-00
☐	12465	19-JUL-1993	0	USD	3,086,260.00	45 Net	19-JUL-93
☐	20dec01	20-DEC-1999	0	USD	100.00	Immediate	20-DEC-99
☐	20dec02	20-DEC-1999	0	USD	100.00	Immediate	20-DEC-99

6. Check the Selected check box in the Shipping Invoices region next to invoices that you want to match with a consolidated invoice. The sum of the shipping invoices in the Invoice Amount field must be the same as the Consolidated Invoice amount in the header. Shipping invoices must be approved with no holds (the Holds Active field has value 0).

7. Save your work.

To cancel an invoice:

To cancel an invoice after entering or querying it, press the Cancel button. All shipping invoices matched to the consolidated invoice are checked. You can match the shipping invoices with a different consolidated invoice.

Entering and Associating Collection Documents

This section describes how to enter bank collection documents, correct bank information on a collection document, and associate collection documents with trade notes.

Manually Entering Collection Documents

Use the Collection Documents window to enter bank collection documents into Payables and view them. After you enter a new collection document, the collection document is automatically associated with a trade note that is not associated according to the association method defined in the Payables Options window. After the association, the trade note is released to be paid.

Prerequisites

Before you can use the Collection Documents window, you must set up procedures using the following windows:

- Payables Options window

- Banks window

- Suppliers window

See *Setting up Brazilian Payables* on page 129 for more information about these windows.

To enter collection documents:

1. Navigate to the Enter Collection Documents window (Brazilian Oracle Payables: Collection Documents > Enter).

2. Enter bank information in the Bank Name and Bank Code fields.

3. Enter bank branch information in the Branch Name and Branch Code fields.

Oracle Payables

4. Enter supplier information in the Supplier Name, Supplier Number, and Supplier Site fields.

5. Enter other information for collection documents in the Due Date, Document Number, Currency Code, Amount, and Status Lookup Code fields.

6. Save your work.

Manually Associating Collection Documents

Use the Collection Document Association window to associate an unassociated bank collection document with an unassociated trade note. The trade note must be unpaid. You can also disassociate a collection document associated with a trade note. The manual association does not use the method you defined in the Payables Options window for automatic association. You query invoices in the Find Invoices to Match window.

Prerequisites

Before you can use the Collection Document Association window, you must enter invoices and collection documents in the Invoice Workbench and Enter Collection Documents windows.
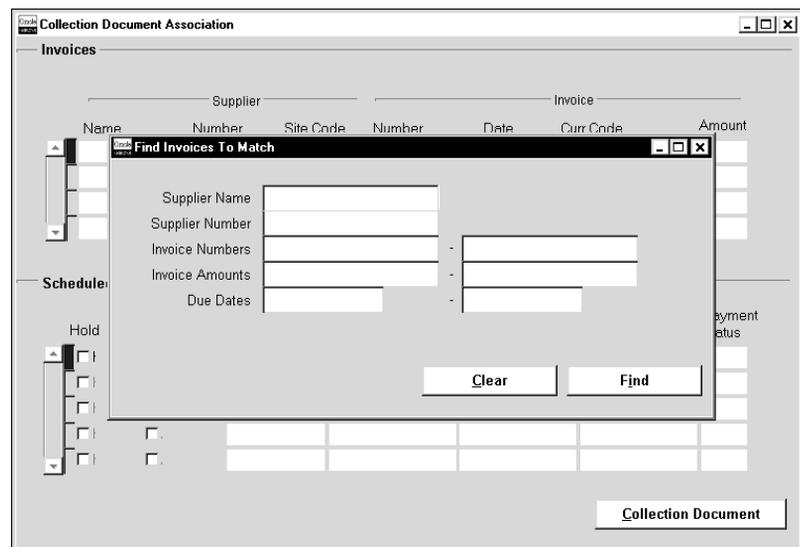
To manually associate or disassociate collection documents:

1. Navigate to the Collection Document Association window (Brazilian Oracle Payables: Collection Documents > Manual Association). The Find Invoice to Match window appears.

2. Enter invoices that you want to manually associate or disassociate with collection documents. You can choose Query > Find from the menu bar instead.
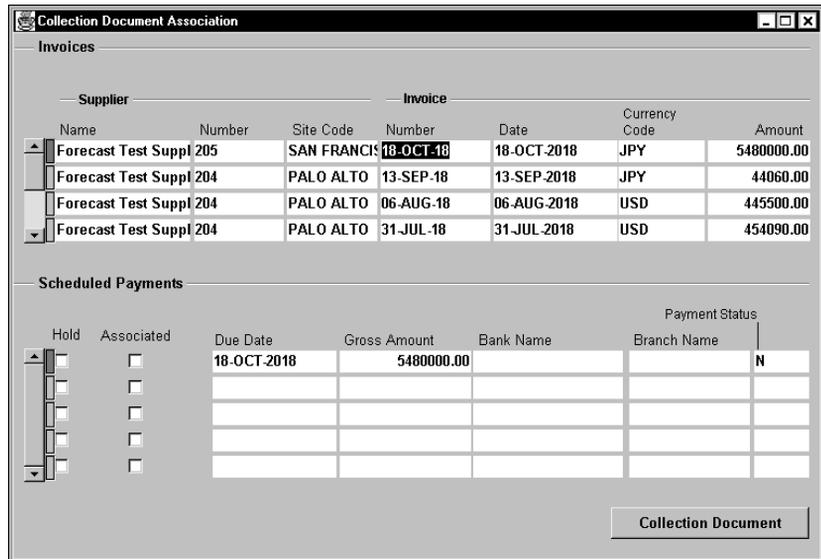
3. Press the Find button. The Collection Document Association window appears.

4. Select an invoice in the Invoices region.

5. Select a scheduled payment, or trade note, to associate with a collection document in the Scheduled Payments region.

6. Press the Collection Document button. The List of Collection Documents window appears.

7. Select a collection document.

8. Press the Associate button to associate the selected collection document with the trade note. Press the Disassociate button to disassociate them.

9. Press the OK button in the pop-up window.

Correcting Collection Documents

Use the Imported Collection Documents window to correct collection document information listed in the Import Bank Collection Documents report. This report is automatically generated after you run the Import Bank Collection Documents concurrent program and shows unvalidated collection documents. For more information about this report, see *Import Bank Collection Documents Report* on page 204.

When you correct an entry in this window, the entry is validated and inserted into Payables. The validated collection document is automatically associated with a trade note by the association method that you selected in the Payables Options window.

Prerequisites

Before you can use the Imported Collection Documents window, you must set up procedures in the following windows:

- Currencies window

- Payables Options window

- Banks window

- Suppliers window

See *Setting up Brazilian Payables* on page 129 for more information about the windows.

You must also enter company information in the Company window and run the Import Bank Collection Documents concurrent program.

To correct entries in a collection document:

1. Navigate to the Imported Collection Documents window
    (Brazilian Oracle Payables: Collection Documents > Imported
    Collection Docs). The File Control window automatically appears.

2. Select a file that contains collection documents.

3. Press the OK button.

4. Correct any entries in the collection document in the Imported
    Collection Documents window.

5. Press the Validate button to validate your corrections in Payables.
    The collection document is automatically associated with its
    matching trade note.

6. Choose Find from the Query menu to select another collection
    document in the pop-up window to correct.

Payment Workbench

The Payment Workbench is a group of windows that you use to create, adjust, and review payments and payment batches. Payables calculates the interest for overdue invoices with the interest parameters you defined in the Scheduled Payments window. Payables checks the payment dates against the dates you entered in the business day calendar.

You query, update, or insert batches in the Payment Batch window. If you are inserting batches, Payables automatically assigns the batch number when you save.
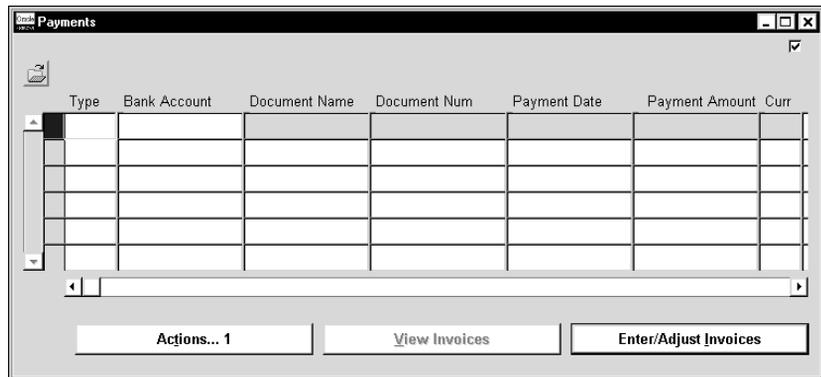
See also
The Payment Workbench, *Oracle Payables User's Guide*

Reports

This section provides overviews and detailed descriptions of the following reports:

- Supplier Auxiliary Ledger report

- Supplier Auxiliary Daily report

- Opening/Closing Pages report

- Consolidated Invoice Register report

- Canceled Consolidated Invoices report

- Tax Register report

- Associated Trade Notes and Bank Collection Documents report

- Not Associated Trade Notes and Bank Collection Documents report

- Check Format Program report

- Bordero - Bank Transfer Request report

- Import Bank Collection Documents report

Supplier Auxiliary Ledger Report

```
Oracle Corporation                        Supplier Auxiliary Ledger From 01-OCT-1997 to 31-OCT-1997          Year:1997        Page :    2
                                                             Issue Date:  18-09-97

   ---------- Supplier ----------
   Number     Name               Acc Date    Batch         Document    Date      Curr              Debit             Credit            Balance
   ---------  -----------------   --------    --------------  ----------  -------   ----     ----------------   ----------------   ----------------

Account: 01.000.000.2210.000.0000    Accounts Payable                                   Account Beginning Balance:                             0.00

   14         21st Century Multimedia                                                   Period Beginning Balance:                              0.00
                                  01-10-97    0             ip100       01-10-97  USD              5,200.00           9,200.00           4,000.00

   17         Baxter Media                                                              Period Beginning Balance:                              0.00
                                  01-10-97    0             ip200       01-10-97  USD                  0.00           5,800.00           5,800.00
                                  01-10-97    0             ip300       01-10-97  USD                  0.00           3,800.00           9,600.00

                                                            Account Period Ending Balance:   01.000.000.2210.000.0000               13,600.00

                                                            Period Ending Balance:                                                  13,600.00
```

Use the Supplier Auxiliary Ledger report to review the beginning and ending balances within a specified period. The report summarizes daily transactions by account and shows debits and credits at supplier level.

Run this report from the Submit Requests window. For instructions on using this window, see *Running Reports and Listings* on page 399.

The Period Balance Calculation single request rebuilds balances for any inconsistent period. Run the Period Balance Calculation single request from the Submit Requests window if:

• Your balances in the report are incorrect

• You see the message, *period balance must be recalculated*, in the report log

Note: If you are installing Payables for the first time, you must populate the balances tables and journal tables with data from the customer's old system. The previous period balances and details provide accurate year-to-date information in the subledger reports. See your technical reference manual for more information about these tables. Contact Oracle Consulting Services for more information about installation.

Report Parameters

Enter the following parameters to specify the desired reporting options:

Application ID

The application ID indicates whether the report was requested from Payables or Receivables. If the report was requested from Payables, the Supplier Auxiliary Ledger report is run. If the report was requested from Receivables, the Customer Auxiliary Ledger report is run.

Company Name

Enter the company code for the company you want to report on. You can report on one company at a time.

Start Date

Enter the starting date for the range of transactions and balances.

End Date

Enter the ending date for the range of transactions and balances.

Start Supplier

Enter the first supplier's name in the range of suppliers to report on. If you leave this field blank, the report will begin with the first supplier with debit/credit transactions.

End Supplier

Enter the last supplier's name in the range of suppliers to report on. If you leave this field blank, the report will end with the last supplier with debit/credit transactions.

Period

The period includes the beginning and ending dates that you previously entered.

Book Number

Enter a book number to make your report a legal book.

Report Headings

In this heading…	Oracle Payables prints…
Company Name	The name of the company running the report
Date	The date and time that the company ran the report
Supplier Auxiliary Ledger from <start date> to <end date>	The report name, which includes the starting and ending date you specified in the report parameters.
Issue Date	The date when the report was issued.

Column Headings

In this column…	Oracle Payables prints…
Supplier Number	The supplier's number
Supplier Name	The supplier's name
Accounting Date	The accounting date that the transaction was posted to General Ledger
Batch Name	The batch name that the transaction was created in
Document Number	The invoice number
Date	The date that the invoice was issued
Currency	The currency that the invoice amount was issued in
Debit	The debit amount in the functional currency
Credit	The credit amount in the functional currency
Balance	The difference between the debit and credit
Account	The code combination ID
Description	The code combination ID description
Account Beginning Balance	The total account beginning balance within the reporting period
Supplier Beginning Balance	The total supplier beginning balance within the reporting period
Total to Transport	The supplier credit/debit totals copied to each page
Transported Total	The supplier credit/debit totals copied from the previous page

Supplier Auxiliary Daily Report

```
Oracle Corporation                                    Supplier Auxiliary Daily                              Date : 18-09-97
                                                   Period  01-OCT-1997  to 01-OCT-1997                       Page :      2

                                    Acc.
        Supplier                    Date  Document   Date  Curr  Batch            History                  Debit            Credit
------------------------------------ ----- ---------- ----- ---- --------------- ----------------------- ---------------- ----------------

  Account:  01.000.000.2210.000.0000          Accounts Payable
        21st Century Multimedia      01-10  ip100    01-10  USD   0              Pagamento de Documento      4,000.00            0.00
        21st Century Multimedia      01-10  ip100    01-10  USD   0              Pagamento de Documento        400.00            0.00
        21st Century Multimedia      01-10  ip100    01-10  USD   0              Pagamento de Documento          0.00          400.00
        21st Century Multimedia      01-10  ip100    01-10  USD   0              Pagamento de Documento          0.00        4,000.00
        21st Century Multimedia      01-10  ip100    01-10  USD   0              Pagamento de Documento          0.00          400.00
        21st Century Multimedia      01-10  ip100    01-10  USD   0              Pagamento de Documento        400.00            0.00
        21st Century Multimedia      01-10  ip100    01-10  USD   0              Entrada de Documento            0.00          400.00
        21st Century Multimedia      01-10  ip100    01-10  USD   0              Entrada de Documento          400.00            0.00
        21st Century Multimedia      01-10  ip100    01-10  USD   0              Entrada de Documento            0.00        4,000.00
        Baxter Media                 01-10  ip200    01-10  USD   0              Entrada de Documento            0.00          783.00
        Baxter Media                 01-10  ip200    01-10  USD   0              Entrada de Documento            0.00        1,305.00
        Baxter Media                 01-10  ip200    01-10  USD   0              Entrada de Documento            0.00        1,044.00
        Baxter Media                 01-10  ip200    01-10  USD   0              Entrada de Documento            0.00        1,305.00
        Baxter Media                 01-10  ip200    01-10  USD   0              Entrada de Documento            0.00          522.00
        Baxter Media                 01-10  ip200    01-10  USD   0              Entrada de Documento            0.00          261.00
        Baxter Media                 01-10  ip200    01-10  USD   0              Entrada de Documento            0.00          580.00
        Baxter Media                 01-10  ip300    01-10  USD   0              Entrada de Documento            0.00          513.00
        Baxter Media                 01-10  ip300    01-10  USD   0              Entrada de Documento            0.00          855.00
        Baxter Media                 01-10  ip300    01-10  USD   0              Entrada de Documento            0.00          684.00
        Baxter Media                 01-10  ip300    01-10  USD   0              Entrada de Documento            0.00          855.00
        Baxter Media                 01-10  ip300    01-10  USD   0              Entrada de Documento            0.00          342.00
        Baxter Media                 01-10  ip300    01-10  USD   0              Entrada de Documento            0.00          171.00
        Baxter Media                 01-10  ip300    01-10  USD   0              Entrada de Documento            0.00          380.00

                                                                               Day Total                  5,200.00        18,800.00

                                                                               Month Total               5,200.00        18,800.00
```

Use the Supplier Auxiliary Daily report to review the daily debit and credit transactions within a specified period. The report shows the details of daily transactions per account and shows the debits and credits at supplier level in chronological order.

Run this report from the Submit Requests window. For instructions on using this window, see *Running Reports and Listings* on page 399.

The Period Balance Calculation single request rebuilds balances for any inconsistent period. Run the Period Balance Calculation single request from the Submit Requests window if:

- Your balances in the report are incorrect

- You see the message, *period balance must be recalculated,* in the report log

Note: If you are installing Payables for the first time, you must populate the balances tables and journal tables with data from the customer's old system. The previous period balances and details provide accurate year-to-date information in the subledger reports. See your technical reference manual for more information about these tables. Contact Oracle Consulting Services for more information about installation.

Report Parameters

Enter the following parameters to specify the desired reporting options:

Application ID

The application ID indicates whether the report was requested from Payables or Receivables. If the report was requested from Payables, the Supplier Auxiliary Daily report is run. If the report was requested from Receivables, the Customer Auxiliary Daily report is run.

Company Name

Enter the company code for the company you want to report on. You can report on one company at a time.

Start Date

Enter the starting date for the range of transactions and balances.

End Date

Enter the ending date for the range of transactions and balances.

Period

The period includes the beginning and ending dates that you previously entered.

Book Number

Enter a book number to make your report a legal book.

Report Headings

In this heading…	Oracle Payables prints…
Company Name	The name of the company running the report
Date	The date and time that the company ran the report
Supplier Auxiliary Daily Period <start date> to <end date>	The report name, which includes the period you specified in the report parameters.
Issue Date	The date when the report was issued.

Oracle Payables

Column Headings

In this column…	Oracle Payables prints…
Supplier Name	The customer's name
Accounting Date	The accounting date that the transaction was posted to General Ledger
Document Number	The invoice number
Date	The date that the invoice was issued
Currency	The currency that the invoice amount was issued in
Batch Name	The batch name that the transaction was created in
History	*Entrada de Documento* for new invoices. *Pagamento de Documento* for payments.
Debit	The debit amount in the functional currency
Credit	The credit amount in the functional currency
Account	The code combination ID
Description	The code combination ID description
Total to Transport	The day's credit/debit totals copied to each page
Transported Total	The day's credit/debit totals copied from the previous page

Opening/Closing Pages Report

```
Oracle Corporation                    RAZAO AUXILIAR DE FORNECEDORES         ANO: 1997          FOLHA: 1


                                     T E R M O   D E   A B E R T U R A


                     EMPRESA:        Oracle Corporation

                     C.G.C. MF N:    000.000.000/0000-00

                     ENDERECO:       500 Oracle Parkway



                     CIDADE:         REDWOOD SHORES



                     INSCRICAO NO REGISTRO DO COMERCIO N.:              DATA:

                     ORGAO:

                     RAZAO AUXILIAR DE FORNECEDORES

                     N. DE FOLHAS ESCRITURADAS:

                     PRIMEIRA FOLHA N.: 1      ULTIMA FOLHA N.:



                     LOCAL:                         DATA:  18-09-97

            -------------------------------------   ------------------------------
                     Oracle Corporation                      John Smith

                 CPF:  116.496.918-82                   CRC:  323232
```

```
Oracle Corporation                    RAZAO AUXILIAR DE FORNECEDORES         ANO: 1997          FOLHA:


                                   T E R M O   D E   E N C E R R A M E N T O


                     EMPRESA:        Oracle Corporation

                     C.G.C. MF N:    000.000.000/0000 00

                     ENDERECO:       500 Oracle Parkway



                     CIDADE:         REDWOOD SHORES



                     INSCRICAO NO REGISTRO DO COMERCIO N.:              DATA:

                     ORGAO:

                     RAZAO AUXILIAR DE FORNECEDORES

                     N. DE FOLHAS ESCRITURADAS:

                     PRIMEIRA FOLHA N.: 1      ULTIMA FOLHA N.:



                     LOCAL:                         DATA:  18-SEP-97




            -------------------------------------   ------------------
                     Oracle Corporation                  John Smith

                 CPF:  116.496.918-82                   CRC:  323232
```

The Opening/Closing Pages report automatically prints after the
Supplier Auxiliary Daily report or Supplier Auxiliary Ledger report if
the Book Number parameter has a number. If the Book Number
parameter does not have a number, this report is not printed.

The Opening and Closing pages are identical in format.

Report Parameters

Enter the following parameters to specify the desired reporting options:

Company

Enter the company name/balancing segment to run the report for. The company name/balancing segment must belong to the set of books that you linked to your responsibility. The default value is derived from the Daily/Ledger report.

Book Number

Enter a book number for your report. This information is stored in your company information. The default value is derived from the Daily/Ledger report.

Report Headings

In this heading…	Oracle General Ledger prints…
<Company Name>	The balancing segment that you requested
Ano: <Year>	The year within the period range that you requested

Column Headings

In this column…	Oracle General Ledger prints…
Empresa	The company name you requested
C.G.C. MF N.	The inscription number from your company information
Endereco	The address from your company information
Cidade	The city from your company information
Inscricao no Registro do Comercio N.	The inscription number at the board of trade from your company information
Data	The inscription date at the board of trade from your company information
Orgao	The inscription entity at the board of trade from your company information
Diario Auxiliar De Fornecedores/Clientes	The book name and number
N. de Folhas Escrituradas	The total number of printed pages in your Daily/Ledger report
Primeira Folha N.	The first page in the report
Ultima Folha N.	The total number of printed pages in your Daily/Ledger report
Local	The inscription location at the board of trade from your company information
Data	The end date you requested for the report
<Company Name>	The company name you requested
CPF	The director inscription number from your company information
<Accountant Name>	The accountant's name from your company information
CRC	The accountant's number from your company information

Consolidated Invoice Register Report

```
U.S. Operations                                                          Date :   28-MAY-1997 15:39
                                      CONSOLIDATED  INVOICE  REGISTER     Page :                  1

   Entered by :                           Start Date :                       Period :
                                          End Date :
Currency : USD

                        Consolidated    Consolidated
    Supplier Name       Invoice No.     Invoice Date Original Amount  Amount Remaining  Description
 ---------------------  ---------------  ------------  ----------------  ----------------  ----------------------------------

    Shipping                                                                                           Accounting
    Invoice    Type   Line Expense Accounting Flexfield Amount          Description                    Date      Posted
   ----------  --------  ----  ----------------------------  ----------------  --------------------------------  ----------  ----

  21st Century        2               26-MAR-97       100.00       100.00
  Multimedia
    0011      STANDARD   1 00.120.000.1112.000.0000    10.00                                           03-MAR-97   No
  21st Century        3               27-MAR-97         1.00         0.00
  Multimedia
    0221      STANDARD   1 01.120.000.0000.000.0000     1.00                                           20-JUL-93   Yes
  21st Century       333              28-MAY-97       100.00         0.00 Test
  Multimedia
    07-JAN-94 STANDARD   1 01.110.000.7710.000.0000     7.19         Sacramento Sales Tax              07-JAN-94   Yes
    07-JAN-94 STANDARD   2 01.110.110.0000.000.0000    92.81                                           07-JAN-94   Yes

                                                   ----------------  ----------------
  Total for 21ST CENTURY MULTIMEDIA           :       201.00        100.00


   Baxter Media        2               28-MAR-97       100.00       100.00

    08-AUG-96 STANDARD   1 01.000.000.7720.000.0000   100.00  o. 2 pencils                             08-AUG-96   Yes

                                                   ----------------  ----------------
  Total for BAXTER MEDIA                      :       100.00        100.00

                                                   ----------------  ----------------
  Total for  USD                             :       301.00        200.00

                                      *** End of Report ***
```

Use the Consolidated Invoice Register report to review detailed information about consolidated invoices. This report lists consolidated invoice information such as supplier, amount and the related shipping invoices. Information such as accounting, tax, and amount are provided for each shipping invoice.

Oracle Payables sorts the information in the report by consolidated invoice currency. Within each currency section, the report sorts by the supplier name and consolidated invoice number.

Run the Consolidated Invoice Register report from the Submit Requests window. For instructions on using this window, see *Running Reports and Listings* on page 399.

Report Parameters

Enter the following parameters to specify the desired reporting options:

Entered By

Enter the user's name to list consolidated invoices entered by that user. Leave this field blank to list consolidated invoices entered by all users.

First Entered Date

Enter the beginning date of a range of dates when consolidated invoices were entered. Oracle Payables prints consolidated invoices entered on or after the First Entered Date.

Last Entered Date

Enter the last date of a range of dates when consolidated invoices were entered. Oracle Payables prints consolidated invoices entered on or before the Last Entered Date.

Accounting Period

Enter the name of the accounting period for consolidated invoice information. Oracle Payables lists the consolidated invoices between the First Entered Date and the Last Entered Date in the accounting period you choose.

Oracle Payables

Report Headings

In this heading...	Oracle Payables prints...
Company Name	The name of the company running the report
Date	The date and time that the company ran the report
Consolidated Invoice Register	The report name
Entered By	The name of the person who entered the consolidated invoices
Start Date	The beginning date of the invoice entry date range
Period	The accounting period's name for the report
End Date	The ending date of the invoice entry date range
Currency	The currency for the consolidated invoices

Column Headings

In this column…	Oracle Payables prints…
Supplier Name	The supplier's name for the consolidated invoice
Consolidated Invoice Number	The consolidated invoice number
Consolidated Invoice Date	The consolidated invoice date
Original Amount	The invoice's original amount. Payments are not subtracted from this amount.
Amount Remaining	The amount remaining for payment on the consolidated invoice. The amount remaining is equal to the original invoice amount unless you have paid or partially paid the shipping invoice.
Description	The consolidated invoice description
Shipping Invoice Number	The shipping invoice number matched to the consolidated invoice
Type	The distribution line type
Line	The distribution line number
Expense Accounting Flexfield	The accounting flexfield segment values for an invoice distribution line.
Amount	The invoice distribution line amount
Description	A partial description of an invoice distribution line
Accounting Date	The accounting date of an invoice distribution line. Oracle Payables uses the accounting date when creating journal entries to transfer to the General Ledger.

In this column…	Oracle Payables prints…
Post	*Yes* if a journal entry was created for posting to the General Ledger; *No* if a journal entry was not created.
Total for Supplier Name	The total Original Amount and total Amount Remaining from the consolidated invoices for each supplier
Total for Currency	The total Original Amount and total Amount Remaining from the consolidated invoices for each currency

Canceled Consolidated Invoices Report

```
Organization Name                                                        Date:  21-Jan-1997 10:00
                            Canceled Consolidated Invoices Report         Page:               1
Entered by : Username                            Start Date : 01-JAN-1997           Period: JAN-97
                                                 End Date : 31-JAN-1997
Currency   : USD

                        Consolidated   Consolidated                    Canceled Canceled
Supplier Name           Invoice Number Invoice Date  Canceled Amount   By       Date      Description
------------------ -------- --------------- ------------ ----------------- -------- --------- --------------------------------
Supplier 1              CI-1000        10-JAN-97        550.00   1004 10-FEB-97 Ship inv SI-100, SI-101, SI-105
                        CI-1010        17-JAN-97        450.00   1005 10-FEB-97 Ship inv SI-200, SI-350

                                       ----------------
     Total for Supplier 1             :              1,000.00

Supplier 2              CI-2000        05-JAN-19      2,100.00   1004 10-FEB-97 Ship inv SI-300, SI-301, SI-150
                        CI-3010        21-JAN-19        200.00   1004 10-FEB-97 Ship inv SI-230, SI-340, SI-140

                                       ----------------
     Total for Supplier 2             :              2,300.00

                                       ----------------
     Total for USD                    :              3,300.00

                            *** End of Report ***
```

Use the Canceled Consolidated Invoice Register report to review detailed information about the canceled consolidated invoices. This report lists consolidated invoice information such as supplier, amount and the related shipping invoices, as well as the information about its cancellation.

Oracle Payables sorts the information on the report by consolidated invoice currency. Within each currency section, the report sorts by the supplier name and consolidated invoice number.

Run the Canceled Consolidated Invoice Register report from the Submit Requests window. For instructions on using this window, see *Running Reports and Listings* on page 399.

Report Parameters

Enter the following parameters to specify the desired reporting options:

Entered By

Enter the user's name to list consolidated invoices entered by that user. Leave this field blank to list consolidated invoices entered by all users.

First Entered Date

Enter the beginning date of a range of dates when consolidated invoices were entered. Oracle Payables prints consolidated invoices entered on or after the First Entered Date.

Last Entered Date

Enter the last date of a range of dates when consolidated invoices were entered. Oracle Payables prints consolidated invoices entered on or before the Last Entered Date.

Accounting Period

Enter the name of the accounting period for consolidated invoice information. Oracle Payables lists the consolidated invoices between the First Entered Date and the Last Entered Date in the accounting period you choose.

Report Headings

In this heading…	Oracle Payables prints…
Company Name	The name of the company running the report
Date	The date and time that the company ran the report
Canceled Consolidated Invoice Register	The report name
Entered By	The name of the person who entered the consolidated invoices
Start Date	The beginning date of the invoice entry date range
Period	The name of the accounting period for the report
End Date	The ending date of the invoice entry date range
Currency	The currency for the consolidated invoices

Column Headings

In this column…	Oracle Payables prints…
Supplier Name	The supplier's name for the consolidated invoice
Consolidated Invoice Number	The consolidated invoice number
Consolidated Invoice Date	The consolidated invoice date
Canceled Amount	The canceled amount of the invoice
Canceled By	The username of the person who canceled the consolidated invoice
Canceled Date	The date of the consolidated invoice cancellation
Description	The consolidated invoice description
Total for Supplier Name	The total Canceled Amount of the consolidated invoices for each supplier
Total for Currency	The total Canceled Amount of the consolidated invoices for each currency

Tax Register Report

```
                                GL Date :  From           To
                                Invoice Date :  From      To

   Invoice   Invoice  Invoice  -----------------    -----Supplier------------------
   Number    Type     Date     Name                 Site              State  Invoice Amount   ICMS Amount   IPI Amount
   --------- -------- --------- -------------------- --------------    -----  --------------   -----------   ------------

                                                     Line Type    Base Amount  Rate       Amount CFO
                                                     ---------    -----------  ------  --------------- -----

    pat-015   STANDARD  19-MAY-97  21ST CENTURY MULTIMEDIA   ATLANTA      RJ      2,000.00       240.00         0.00

                                                     ITEM                                  440.00
                                                     ITEM                                   88.00
    pat-016   STANDARD  19-MAY-97  21ST CENTURY MULTIMEDIA   ATLANTA      RJ      1,100.00         0.00         0.00

                                                     ICMS                       12          72.00
                                                     ICMS                       12          48.00
                                                     IPI                        10         100.00
                                                     ITEM                                  880.00
   rep-01    STANDARD  08-APR-97  21ST CENTURY MULTIMEDIA   ATLANTA      RJ      1,000.00        10.00         0.00

                                                     ITEM                                1,000.00
```

```
   U.S. Operations                         Tax Register Report                    Report Date : 28-MAY-1997 15:40
                                                                                              90  of   90
                                GL Date :  From           To
                                Invoice Date :  From      To

   Invoice   Invoice  Invoice  -----------------    -----Supplier------------------
   Number    Type     Date     Name                 Site              State  Invoice Amount   ICMS Amount   IPI Amount
   --------- -------- --------- -------------------- --------------    -----  --------------   -----------   ------------

                                                     Line Type    Base Amount  Rate       Amount CFO
                                                     ---------    -----------  ------  --------------- -----

       Line Type        Total Amount
       ----------       -----------------

       AWT               (6,401.98)
       FREIGHT               75.00
       ICMS67,663.20
       IPI               90,510.00
       ITEM           149,343,042.41
       MISCELLANEOUS    (27,847.76)
       TAX            3,484,237.85
```

Use the Tax Register report to review detailed tax information about invoices. The Tax Register report lists supplier, invoice, amount and tax information for invoices.

Run this report from the Submit Requests window. For instructions on using this window, see *Running Reports and Listings* on page 399.

Report Parameters

Enter the following parameters to specify the desired reporting options:

Batch

Enter an invoice batch name to include invoices in the batch in this report. Leave the field blank to submit this report for invoices in all batches.

Start Invoice Date

Enter the first date of a range of invoices to include in this report.

End Invoice Date

Enter the last date of a range of invoices to include in this report.

Start GL Date

Enter the first date of an accounting date range to include in this report.

End GL Date

Enter the last date of an accounting date range to include in this report.

Invoice Type

Enter an invoice type if you want to include only one invoice type in this report. Leave the field blank for all invoice types.

Report Headings

In this heading…	Oracle Payables prints…
Batch	The name of the batch you want to see invoice information for. If you do not use batches, Oracle Payables prints *N/A*.
Start Invoice Date	The start invoice date
End Invoice Date	The end invoice date
Start GL Date	The start GL date
End GL Date	The end GL date

Column Headings

In this column…	Oracle Payables prints…
Invoice Number	The invoice number
Invoice Type	The invoice type you entered
Invoice Date	The date for the invoice
Name	The name of the supplier
Supplier Site	The supplier site
State	The state where the supplier is in
Invoice Amount	The amount of an invoice
ICMS Amount	The ICMS amount on an invoice line
IPI Amount	The IPI amount on an invoice line
Line Type	The type of distribution line (Item, Tax, Freight, ICMS, IPI, Miscellaneous)
Base Amount	The base amount of an invoice distribution line
Rate	The tax rate you entered on an invoice
Amount	The amount of an invoice distribution line
CFO	The operation fiscal code you entered on an invoice distribution line
Line Type Total Amount	The total amount for all invoices by line type

Associated Trade Notes and Bank Collection Documents Report

```
         Associated Trade Notes and Bank Collection Documents     Report Date : 28-MAY-1997   15:05
                                                                  Page  :   1 of   2


Collection Doc
Number          Due Date          Amount  Curr  Hold?   Supplier Name          Bank Name        Branch Name
--------------- ---------   ---------------- ----  -----   --------------------   ---------------  ---------------
                            Invoice           Pay
                            Number            Num  Due Date         Amount   Curr  Hold?  Supplier  Name
                            ---------------- ---- ---------- ------------------  ----  -----  -------------------
10000           01-MAR-97        1,000.00  USD   Yes     21st Century Multime   Banco di Napoli  Ag. Roma 78
                            0429-1            1   29-APR-97        1,000.00   USD    No    21st Century Multime
                            inv-080           1   29-APR-97        1,000.00   USD    No    21st Century Multime
                            inv-081           1   29-APR-97        1,000.00   USD    No    21st Century Multime
                            inv-082           1   29-APR-97        1,000.00   USD    No    21st Century Multime
                            inv-083           1   29-APR-97        1,000.00   USD    No    21st Century Multime
                            inv-084           1   29-APR-97        1,000.00   USD    No    21st Century Multime
                            inv-085           1   29-APR-97        1,000.00   USD    No    21st Century Multime
                            inv-170           1   02-MAY-97        1,000.00   USD    No    21st Century Multime

10002           01-MAR-97        1,000.00  USD   Yes     21st Century Multime   Bank of America  San Francisco

10006           01-MAR-97        1,000.00  USD   Yes     21st Century Multime   Bank of America  San Francisco
                            inv-171           1   02-MAY-97        1,000.00   USD    No    21st Century Multime

10007           01-MAR-97        1,000.00  USD   Yes     21st Century Multime   Bank of America  San Francisco
                            INV-018           1   22-APR-97        1,000.00   USD    No    21st Century Multime

10008           01-MAR-97        1,000.00  USD   Yes     21st Century Multime   Bank of America  San Francisco
                            WHT-003           1   01-MAY-97          900.00   USD    No    21st Century Multime
                            inv-087           1   29-APR-97        1,000.00   USD    No    21st Century Multime

10009           01-MAR-97        1,000.00  USD   Yes     21st Century Multime   Bank of America  San Francisco
                            INV-020           1   22-APR-97        1,000.00   USD    No    21st Century Multime
                            WHT-007           1   01-MAY-97          900.00   USD    No    21st Century Multime
                            inv-172           1   02-MAY-97        1,000.00   USD    No    21st Century Multime

10010           01-MAR-97        1,000.00  USD   Yes     21st Century Multime   Bank of America  San Francisco
                            WHT-002           1   01-MAY-97          900.00   USD    No    21st Century Multime
                            inv-086           1   29-APR-97          200.00   USD    No    21st Century Multime
                            inv-103           1   01-MAY-97        1,000.00   USD    No    21st Century Multime
                            inv-173           1   02-MAY-97        1,000.00   USD    No    21st Century Multime

10013           01-MAR-97        1,000.00  USD   Yes     21st Century Multime   Bank of America  San Francisco
                            INV-017           1   22-APR-97        1,000.00   USD    No    21st Century Multime
                            WHT-005           1   01-MAY-97          900.00   USD    No    21st Century Multime
                            inv-105           1   01-MAY-97        1,000.00   USD    No    21st Century Multime
```

Use the Associated Trade Notes and Bank Collection Documents report to list trade notes and associated bank collection documents. The documents can be ordered by invoice number or by supplier name and due date of the invoice.

Run this report from the Submit Requests window. For instructions on using this window, see *Running Reports and Listings* on page 399.

Report Parameters

Enter the following parameters to specify the desired reporting options:

Sort by Invoice or Collection Document

Enter the document that will be used in the sort:

- **Invoice** - Oracle Payables sorts the report by trade notes.

- **Collection Document (default)** - Oracle Payables sorts the report by collection document.

Sort Documents by

Enter the sorting method for this report:

- **Document Number (default)** - Oracle Payables sorts the report either by invoice number or by collection document number, depending on whether you selected to sort either by Invoice or by Collection Document.

- **Supplier Name and Due Date** - Oracle Payables sorts the report alphabetically by Supplier Name and for each supplier group it sorts by Due Date. It can use the Supplier Name and the Due Date of the invoice or the collection document, depending on which criteria you have selected previously.

Collection Document Number Range: From

Enter the starting collection document number for a range of bank collection document numbers that are associated with a trade note.

Collection Document Number Range: To

Enter the ending collection document number for a range of bank collection document numbers that are associated with a trade note.

Collection Document Due Date Range: Begin Date

Enter the beginning date for a range of bank collection documents with a due date between the Begin Date and the End Date.

Oracle Payables

Collection Document Due Date Range: End Date

Enter the ending date for a range of bank collection documents with a due date between the Begin Date and the End Date.

Collection Document Amount Range: From

Enter the starting collection document amount for a range of bank collection documents associated with a trade note.

Collection Document Amount Range: To

Enter the ending collection document amount for a range of bank collection documents associated with a trade note.

Invoice Number Range: From

Enter the starting invoice number for a range of trade notes associated with a bank collection document.

Invoice Number Range: To

Enter the ending invoice number for a range of trade notes associated with a bank collection document.

Invoice Due Date Range: Begin Date

Enter the starting date for a range of trade notes associated with a bank collection document with a due date between the Begin Date and the End Date.

Invoice Due Date Range: End Date

Enter the ending date for a range of trade notes associated with a bank collection document with a due date between the Begin Date and the End Date.

Invoice Amount Range: From

Enter the starting amount for a range of trade notes associated with a collection document that have amounts between the From: Invoice Amount and the To: Invoice Amount.

Invoice Amount Range: To

Enter the ending amount for a range of trade notes associated with a
collection document that have amounts between the From: Invoice
Amount and the To: Invoice Amount.

Column Headings

In this column…	Oracle Payables prints…
Collection Document Number	The collection document number
Invoice Number	The invoice number of the trade note
Payment Number	The payment number of the trade note
Due Date	The due date for collection documents and trade notes
Amount	The amount of collection documents and trade notes
Currency	The currency of the collection documents and trade notes
Hold?	*Yes* or *No* to indicate if the trade notes are on hold
Supplier Name	The supplier name of the collection documents and trade notes
Bank Name	The bank name for the collection documents
Branch Name	The branch name for the collection documents

Oracle Payables

Not Associated Trade Notes and Bank Collection Documents Report

```
Report Date :   28-MAY-1997   15:05
                                   Not Associated Trade Notes and Bank Collection Documents      Page :     1 of     13
Collection Doc
Number            Due Date              Amount  Curr  Hold?  Supplier Name         Bank Name         Branch Name
----------------  --------     -----------------  ----  -----  --------------------  ---------------   ---------------
10001             01-MAR-97             1,000.00  USD   Yes    21st Century Multimedia Bank of America   San Francisco
10003             01-MAR-97             1,000.00  USD   Yes    21st Century Multimedia Bank of America   San Francisco
10004             01-MAR-97             1,000.00  USD   Yes    21st Century Multimedia Bank of America   San Francisco
10005             01-MAR-97             1,000.00  USD   Yes    21st Century Multimedia Bank of America   San Francisco
10011             01-MAR-97             1,000.00  USD   Yes    21st Century Multimedia Bank of America   San Francisco
10012             01-MAR-97             1,000.00  USD   Yes    21st Century Multimedia Bank of America   San Francisco
10014             01-MAR-97             1,000.00  USD   Yes    21st Century Multimedia Bank of America   San Francisco
10015             01-MAR-97             1,000.00  USD   Yes    21st Century Multimedia Bank of America   San Francisco
10016             01-MAR-97             1,000.00  USD   Yes    21st Century Multimedia Bank of America   San Francisco
10017             01-MAR-97             1,000.00  USD   Yes    21st Century Multimedia Bank of America   San Francisco
10018             01-MAR-97             1,000.00  USD   Yes    21st Century Multimedia Bank of America   San Francisco
10019             01-MAR-97             1,000.00  USD   Yes    21st Century Multimedia Bank of America   San Francisco
10020             01-MAR-97             1,000.00  USD   Yes    21st Century Multimedia Bank of America   San Francisco
10021             01-MAR-97             1,000.00  USD   Yes    21st Century Multimedia Bank of America   San Francisco
10022             01-MAR-97             1,000.00  USD   Yes    21st Century Multimedia Bank of America   San Francisco
10023             01-MAR-97             1,000.00  USD   Yes    21st Century Multimedia Bank of America   San Francisco

Number of
Total for      Documents          Sum  Amount
Collection     =========        ==================
Documents         16             16,000.00

Invoice      Pay                                                                                                Account
Number       Num  Due Date              Amount Curr Hold? Supplier Name         Bank Name        Branch Name    Number
------------ ---- --------     -----------------  ----  -----  ------------------   --------------   --------------  ----------
-
0011              103-MAR-97             100.00 USD   No    21st Century Multime Wells Fargo      Sacramento     44303459
0011              124-FEB-97             113.92 USD   No    Oracle Colombia      Wells Fargo      Sacramento     44303459
0012              103-MAR-97             116.00 USD   No    21st Century Multime Wells Fargo      Sacramento     44303459
0012              124-FEB-97             113.92 USD   No    Oracle Colombia      Wells Fargo      Sacramento     44303459
0013              124-FEB-97             116.00 USD   No    Oracle Colombia      Wells Fargo      Sacramento     44303459GG
0014              124-FEB-97             116.00 USD   No    Oracle Colombia      Wells Fargo      Sacramento     44303459
0017              124-FEB-97             116.00 USD   No    Oracle Colombia      Wells Fargo      Sacramento     44303459
0018              124-FEB-97             113.85 USD   No    Oracle Colombia      Wells Fargo      Sacramento     44303459
0019              124-FEB-97             113.85 USD   No    Oracle Colombia      Wells Fargo      Sacramento     44303459
0020              124-FEB-97             113.85 USD   No    Oracle Colombia      Wells Fargo      Sacramento     44303459
0021              124-FEB-97             113.85 USD   No    Oracle Colombia      Wells Fargo      Sacramento     44303459
0023              124-FEB-97             113.85 USD   No    Oracle Colombia      Wells Fargo      Sacramento     44303459
0024              124-FEB-97             860.00 USD   No    Oracle Colombia      Wells Fargo      Sacramento     44303459
0030              124-FEB-97           1,158.40 USD   No    Oracle Colombia      Wells Fargo      Sacramento     44303459
0032              124-FEB-97           1,160.00 USD   No    Oracle Colombia      Wells Fargo      Sacramento     44303459
0033              124-FEB-97             935.00 USD   No    Oracle Colombia      Wells Fargo      Sacramento     44303459

               Number of
Total for      Documents          Sum  Amount
Invoices       =========        ==================
                  16              5474.49
```

Use the Not Associated Trade Notes and Bank Collection Documents report to list trade notes that are not associated with collection documents as well as bank collection documents that are not associated with trade notes. The documents can be ordered by document number or by supplier name and due date.

Run this report from the Submit Requests window. For instructions on using this window, see *Running Reports and Listings* on page 399.

Report Parameters

Enter the following parameters to specify the desired reporting options:

Sort Documents by

Enter the sorting method for this report:

- **Document Number (default)** - Oracle Payables sorts the bank collection documents and trade notes by document number.

- **Supplier Name and Due Date** - Oracle Payables sorts the bank collection documents and trade notes alphabetically by Supplier Name and for each supplier group it sorts by Due Date.

Collection Document Number Range: From

Enter the starting collection document number for a range of bank collection document numbers that are not associated with a trade note.

Collection Document Number Range: To

Enter the ending collection document number for a range of bank collection document numbers that are not associated with a trade note.

Collection Document Due Date Range: Begin Date

Enter the beginning date for a range of bank collection documents with a due date between the Begin Date and the End Date.

Collection Document Due Date Range: End Date

Enter the ending date for a range of bank collection documents with a due date between the Begin Date and the End Date.

Collection Document Amount Range: From

Enter the starting collection document amount for a range of bank collection documents not associated with a trade note.

Collection Document Amount Range: To

Enter the ending collection document amount for a range of bank collection documents not associated with a trade note.

Invoice Number Range: From

Enter the starting invoice number for a range of trade notes not associated with a bank collection document.

Invoice Number Range: To

Enter the ending invoice number for a range of trade notes not associated with a bank collection document.

Invoice Due Date Range: Begin Date

Enter the starting date for a range of trade notes not associated with a bank collection document with a due date between the Begin Date and the End Date.

Invoice Due Date Range: End Date

Enter the ending date for a range of trade notes not associated with a bank collection document with a due date between the Begin Date and the End Date.

Invoice Amount Range: From

Enter the starting amount for a range of trade notes not associated with a collection document with amounts between the From: Invoice Amount and the To: Invoice Amount.

Invoice Amount Range: To

Enter the ending amount for a range of trade notes not associated with a collection document with amounts between the From: Invoice Amount and the To: Invoice Amount.

Column Headings

In this column...	Oracle Payables prints...
Collection Document Number	The collection document number
Invoice Number	The invoice number of the trade note
Payment Number	The payment number of the trade note
Due Date	The due date of the collection documents and trade notes
Amount	The amount of the collection documents and trade notes
Currency	The currency for the collection documents and trade notes
Hold?	*Yes* or *No* to indicate if the collection documents and the trade notes are on hold
Supplier Name	The supplier name for the collection documents and trade notes
Bank Name	The bank name for the collection documents and trade notes
Branch Name	The branch name for the collection documents and trade notes
Account Number	The account number for the trade note
Total for Collection Documents	The total amount and total number of collection documents
Total for Invoices	The total amount and total number of trade notes

Check Format Program Report

```
XXX   7361  XXXXX  X    10271-17621-6 X   20003     X       4,500.00




                     QUATRO MIL E QUINHENTOS REAIS




                     GE Plastics

                                          15      Dezembro        97
```

Use the Check Format Program report to format your payments in check format.

Report Parameters

The Payment Batches window automatically submits this report as a concurrent request. Alternatively, enter the following parameter to submit this report from the Run Reports window:

Payment Batch

Enter the name of the payment batch that you want to format checks for. You can select any payment batch that you have not yet confirmed or canceled.

Column Headings

In this column...	Oracle Payables prints...
Supplier Name	The supplier name of the payment document
Check Amount (in number)	The amount (in number) paid for the selected invoices
Check Amount (in words)	The amount (in words) paid for the selected invoices
Payment Date	The payment date for the selected invoices

Oracle Payables

Bordero-Bank Transfer Request Report

```
U.S. Operations                        Bordero - Bank Transfer Request                    Report Date : 02-APR-1997   12:04
                                                                                                      Page  :     1 of    3

                                                      Bordero Number:      TST-BORD-402-1
                                                      Bank Name:           Wells Fargo
                                                      Branch Name:         Sacramento
                                                      Account:             87980

     Document Number                                              Branch Code
  |  Invoice   Due      Invoice  Bank                              Account            Invoice       Discount      Interest                        Net
  |  Number    Date     Date     Reference    Bank Name       |    Number             Amount         Amount        Amount      Abatement        Amount
------- -------- ------- ------- ------------  ------------    ----- --------      --------------  --------------  --------------  --------------  --------------

 Supplier Name:    21st Century Multimedia

     2 08-FEB-96 08-FEB-96 08-FEB-96          Wells Fargo     545   44303459          1,000.00         0.00          0.00          0.00         1,000.00
     2 20        24-FEB-97 24-FEB-97          Wells Fargo     545   44303459          1,000.00         0.00          0.00          0.00         1,000.00
                                                                                  --------------  --------------  --------------  --------------  --------------
 Number of Invoices:          2                Supplier Subtotal:                   2,000.00         0.00          0.00          0.00         2,000.00

 Supplier Name:    A-1 Lighting and Interiors

     3 08-AUG-96 08-AUG-96 08-AUG-96          Wells Fargo     545   44303459            500.00         0.00          0.00          0.00           500.00
     3 12345     12-AUG-96 12-AUG-96          Wells Fargo     545   44303459            100.00         0.00          0.00          0.00           100.00
     3 1975      12-AUG-96 12-AUG-96          Wells Fargo     545   44303459            100.00         0.00          0.00          0.00           100.00
     3 98        10-JAN-96 10-JAN-96          Wells Fargo     545   44303459          2,000.00         0.00          0.00          0.00         2,000.00
                                                                                  --------------  --------------  --------------  --------------  --------------
 Number of Invoices:          4                Supplier Subtotal:                   2,700.00         0.00          0.00          0.00         2,700.00

==============  ==============  ==============  ==============  ==============
                                                 Bordero Total:
 Total Number of Invoices:    6                                                     4,700.00         0.00          0.00          0.00         4,700.00

                                                 *** END OF REPORT ***
```

Use the Bordero - Bank Transfer Request report to produce all the payment batch information that the bank requires for paying invoices. You can use this report to either credit an account or collect payments from a bank. The report includes the bank account information of the trade notes, credit, and debit memo information, net values and interest amount.

Report Parameters

The Payment Batches window automatically submits this report as a concurrent request. Alternatively, enter the following parameter to submit this report from the Run Reports window:

Payment Batch

Enter the name of the payment batch that you want to issue a Bordero for. You can select any payment batch that you have not yet confirmed or canceled.

Report Headings

In this heading…	Oracle Payables prints…
Bordero Number	The payment batch name
Bank Name	The bank name of this payment batch
Branch Name	The branch name of this payment batch
Account	The account number of this payment batch

Column Headings

In this column…	Oracle Payables prints…
Document Number	The payment document number
Invoice Number	The selected invoice number
Due Date	The selected invoice due date
Invoice Date	The selected invoice date
Bank Reference	The bank reference of the collection document associated with the selected invoice
Bank Name	The selected invoice bank name
Branch Number	The selected invoice branch number
Account Number	The selected invoice account number
Invoice Amount	The invoice amount of the selected invoice
Discount Amount	The selected invoice discount amount
Interest Amount	The interest amount of all the interest invoices related to the selected invoice in the same payment document

In this column…	Oracle Payables prints…
Abatement	The invoice amount of all the credit and debit invoices matched to the selected invoice in the same payment document
Net Amount	The amount to be paid for the selected invoice
Supplier Name	The supplier name
Number of Invoices	The subtotal number of invoices for each supplier and the total number of invoices at the end of the Bordero
Supplier Subtotal	The supplier subtotal amount for the Invoice Amount, Discount Amount, Interest Amount, Abatement and Net Amount
Bordero Total	The report total amount for the Invoice Amount, Discount Amount, Interest Amount, Abatement, and Net Amount

Import Bank Collection Documents Report

```
U.S. Operations              Import Bank Collection Documents Report       Report Date : 25-FEB-1997    12:02
                                                                           Page  :    1 of    3




 File Control: test-002                              Status: Invalid field in some entry of the file


 Total Collection Documents Imported:  100       Total Amount Imported:     200,000.00
 Total Collection Documents Validated:  0        Total Amount Validated:         0.00


      Collection
  Seq Doc  Number     Due Date          Amount Transferer Name   Exception Reason
 ---- -------------  --------  --------------- -----------------  ---------------------------------------------------


  1    doc_1         22-FEB-97        2,000.00 21st Multimedia    Invalid CNAB Standard Code for the currency
  2    doc_2         22-FEB-97        2,000.00 21st Multimedia    Invalid CNAB Standard Code for the currency
  3    doc_3         22-FEB-97        2,000.00 21st Multimedia    Invalid CNAB Standard Code for the currency
  4    doc_4         22-FEB-97        2,000.00 21st Multimedia    Invalid CNAB Standard Code for the currency
  5    doc_5         22-FEB-97        2,000.00 21st Multimedia    Invalid CNAB Standard Code for the currency
  6    doc_6         22-FEB-97        2,000.00 21st Multimedia    Invalid CNAB Standard Code for the currency
  7    doc_7         22-FEB-97        2,000.00 21st Multimedia    Invalid CNAB Standard Code for the currency
  8    doc_8         22-FEB-97        2,000.00 21st Multimedia    Invalid CNAB Standard Code for the currency
  9    doc_9         22-FEB-97        2,000.00 21st Multimedia    Invalid CNAB Standard Code for the currency
 10    doc_10        22-FEB-97        2,000.00 21st Multimedia    Invalid CNAB Standard Code for the currency
 11    doc_11        22-FEB-97        2,000.00 21st Multimedia    Invalid CNAB Standard Code for the currency
 12    doc_12        22-FEB-97        2,000.00 21st Multimedia    Invalid CNAB Standard Code for the currency
 13    doc_13        22-FEB-97        2,000.00 21st Multimedia    Invalid CNAB Standard Code for the currency
 14    doc_14        22-FEB-97        2,000.00 21st Multimedia    Invalid CNAB Standard Code for the currency
 15    doc_15        22-FEB-97        2,000.00 21st Multimedia    Invalid CNAB Standard Code for the currency
 16    doc_16        22-FEB-97        2,000.00 21st Multimedia    Invalid CNAB Standard Code for the currency
 17    doc_17        22-FEB-97        2,000.00 21st Multimedia    Invalid CNAB Standard Code for the currency
 18    doc_18        22-FEB-97        2,000.00 21st Multimedia    Invalid CNAB Standard Code for the currency
 19    doc_19        22-FEB-97        2,000.00 21st Multimedia    Invalid CNAB Standard Code for the currency
 20    doc_20        22-FEB-97        2,000.00 21st Multimedia    Invalid CNAB Standard Code for the currency
```

Use the Import Bank Collection Documents report to list bank collection documents that are not validated during the import from the collection documents interface table to the system.

Report Parameters

The Import Bank Collection Documents report is automatically submitted after you run the Import Bank Collection Documents concurrent program. You cannot run this report from the Submit Requests window.

Alternatively, enter the following parameter to submit this report from the Run Reports window:

File Control

Used to access the Collection Documents Interface Extension table and the Collection Documents Interface Temporary table.

Oracle Payables

Column Headings

In this column…	Oracle Payables prints…
File Control	The file control number of the imported collection documents file
Status	The status of the imported collection documents file
Total Collection Documents Imported	The total number of imported collection documents
Total Amount Imported	The total amount of imported collection documents
Total Collection Documents Validated	The total number of validated collection documents
Total Amount Validated	The total amount of validated collection documents
Collection Document Number	The collection document number
Due Date	The due date of collection documents
Amount	The amount of collection documents
Transferer Name	The supplier name
Exception Reason	The reason why a collection document was not created or imported during the Bank Collection Document Import process

Oracle Payables

Oracle Receivables

This chapter explains how to use Oracle Receivables functionality developed for Brazil. It discusses:

- The tax, bank transfer, billing, and interest functionalities

- Setting up Brazilian Receivables

- Managing invoices

- Entering bank collection information

- Managing receipts

- Reports

Tax Overview

Businesses in Brazil must collect and remit taxes to federal, state, and city governments on most of the goods and services that they buy. Tax Handling helps you to manage tax payments for invoices.

Note: Taxes are not calculated in Oracle Sales and Marketing if you use the Latin tax method to calculate tax. The taxes are shown as zero.

Basic Business Needs

The Tax Handling functionality lets you satisfy all of your tax requirements. You can do the following:

- Calculate exclusive taxes as you enter sales orders

- See the exclusive tax rate or the tax amount by line on the sales order

- See the total net amount of the sales order, the total tax amount of the sales order, and the gross amount of the sales order (net amount + tax amount)

- Check the customer credit against the gross amount of the sales order

- Transfer the tax code from the sales order line to the Receivables interface table

- Calculate tax as you enter the invoice

- Apply multiple tax rates to a single line

- Calculate inclusive tax and exclusive tax for item amounts

- Calculate regular, compounded, reduced, and increased tax bases

- Assign tax codes at state ship-from/state ship-to, customer, item, and fiscal classification levels

- Automatically create tax accounting

- Enter fiscal attributes for invoices, items, and customers

- Define additional tax categories for your tax codes

Major Features

Tax Calculation - Entering an Invoice - IPI

Receivables calculates the IPI tax and creates a corresponding tax line in the invoice. The IPI calculation supports a reduced tax base amount. The account that you defined in the Tax Codes and Rates window is used to create the tax accounting.

Tax Calculation - Entering an Invoice - ICMS

Receivables calculates the ICMS tax and creates a corresponding tax line in the invoice. The ICMS calculation supports the IPI included in the tax base amount and a reduced tax base amount. The account that you defined in the Tax Codes and Rates window is used to create the tax accounting.

Tax Calculation - Entering an Invoice - ICMS ST

Receivables calculates the ICMS Tributary Substitution tax and creates a corresponding tax line in the invoice. The account that you specified in the Tax Codes and Rates window is used to create the tax accounting.

Tax Calculation - Entering an Invoice - ISS

Receivables calculates the ISS tax and creates a corresponding tax line in the invoice. The account that you specified in the Tax Codes and Rates window is used to create the tax accounting.

Tax Calculation - Entering an Invoice - IRJ

Receivables calculates the IRJ tax and creates a corresponding tax line in the invoice. The account that you specified in the Tax Codes and Rates window is used to create the tax accounting.

New Tax Definition

You can define a new tax category. Receivables calculates the tax amount with the attributes you define.

Automatic Selection of Taxes to Apply to the Transaction Line

You can define a group of taxes with the Latin tax groups to apply to a transaction.

Modified Tax Base Amount

You can define the base amount rate to increase or reduce the tax base amount.

Flexible Tax Code Defaulting Rules

You can define where you want your tax codes to be defaulted to a transaction line from. Tax codes are defaulted from:

- Item
- Fiscal classification
- Memo line
- Customer
- Ship-to site from customer address
- Bill-to site from customer address
- Organization
- Customer address (state or province) and organization address (state or province)
- Customer address (state or province), organization address (state or province), and item
- Customer address (state or province), organization address (state or province), item, and fiscal classification
- System options
- Tax category
- Latin tax group

Automatic Selection of Taxes to Apply to the Transaction Line

You can define taxes with the Latin tax groups to apply to a transaction. You can control the effective dates and other attributes related to the tax.

You can define different Latin tax groups with the same tax category.

Bank Transfer Overview

The payment collection process involves a series of transactions between a supplier, customer, and a bank. A supplier starts the payment collection process after the supplier creates an invoice for the customer. The supplier generates collection documents based on the invoice payment terms and sends information about these documents to a collection bank. After the collection bank collects a payment from the customer, the bank transfers the payment information to the supplier to create receipts and apply the information to the customer's balance.

Basic Business Needs

The Bank Transfer functionality lets you manage payment collection. You can do the following:

- Electronically transfer collection documents to the bank

- Handle bank instructions and bank occurrences, such as discounts, protests, and address updates, for each collection document

- Automatically or manually create a batch of collection documents to transfer to different banks, as well as maintain and cancel these batches

- Select occurrences and create a batch of occurrences to transfer to a bank

- Automatically load or manually enter documents and occurrences that are transferred from the bank into Receivables

- Generate receipts from the documents that are transferred from the bank and apply the receipts to corresponding invoices. Collected interest and penalty fees automatically generate adjustments, debit memos, or both in Receivables.

- Create account entries for each generated occurrence and post them to General Ledger

Major Features

Bank Remittance

You can create a remittance batch to send to your bank for payment collection. You can specify selection criteria to automatically or manually select the payment schedule to include in the remittance batch. A collection document is created in Receivables for each selected payment schedule. After collection documents are created, you can review the collection documents that were selected in the batch and add or delete them in the batch.

You can define limit parameters and default information for document selection, such as maximum quantity of documents per remittance batch, minimum/maximum amount for each document, and minimum/maximum total amount for the remittance batch.

You can assign different remittance formats to your banks when you define the bank accounts. If you have an error the first time you format a remittance batch, you can reformat the batch. You can also cancel a remittance batch, since the bank did not return the documents yet.

Bank Return

You can automatically load a bank return file into Receivables or manually enter the bank return records. In both cases, each record is validated against related collection documents, as well as supplier and customer information. After the automatic validation, you can manually correct the records that have invalid data.

The valid return records generate return occurrences, adjustments for interest and abatements, debit memos for interest not paid, and receipts. Receipts are applied to the original payment schedules selected for bank remittance.

You can define tolerance limits for applying receipts to the invoices, according to interest and abatements paid by the customer.

Oracle Receivables

Interest and Penalty Fees

You can define the parameters for calculating interest for the customer. You can also define the interest account when you define the receipt method.

Receivables calculates the interest and compares it to the interest that the bank received. If the customer pays less interest than the calculated interest, Receivables creates a debit memo for the interest not received. If the customer pays the correct interest amount, Receivables creates an adjustment for the interest received.

Instructions Handling

You send instructions to the bank for a collection document. The most common instructions are:

- Write-off after due date

- Collect interest charges

- Discharge interest charge collection

- Protest after due date

You can define instruction codes for each of your banks. You can also define the instructions to send to a specific customer profile class.

Occurrences Handling

Although instructions and occurrences give directions to the bank for a collection document, an occurrence is for a collection document that was already sent to the bank. You can automatically or manually add occurrences to a document.

You can define occurrence codes for different banks. Receivables automatically generates an occurrence for each related event.

You can assign different occurrence remittance formats to your banks when you define the remittance banks.

Reports

Receivables generates the following reports for Brazil:

- **Occurrences Remittance Batch** - Lists occurrences for collection documents to send to the bank in paper or file format

- **Collection Remittance Batch** - Lists the collection documents to send to the bank in paper or file format

- **Factoring Remittance Batch** - Lists the collection documents that were traded with the bank through factoring in paper or file format

- **Bank Return Import** - Lists collection documents rejected by the Bank Import Program validation

- **Post Bank Return** - Summarizes the receipts, adjustments, interest, monetary corrections, and discounts for receipts

- **Bank Collection GL Interface** - Summarizes the journal entries that the Bank Transfer feature generates

Oracle Receivables

Billing Overview

Companies send a shipping invoice with a product as a customer's bill. Billing lets you enter packaging attributes, freight carrier information, customer information, an operation fiscal code, item information, and legal justification messages in an invoice.

Basic Business Needs

The Billing functionality lets you satisfy the Brazilian Billing requirements. You can do the following:

- Produce a shipping invoice with information such as, Brazilian taxes, customer attributes, organization attributes, operation types, legal justification messages, item attributes, freight carrier attributes, packaging attributes, accessory expenses, and the operation fiscal code

- Reprint a shipping invoice

- Cancel a shipping invoice

- Control the document sequence number and issue date for a shipping invoice

- Define a subseries and assign a document sequence to it

- Use the issue date to calculate the due date for an invoice and account for the invoice in Receivables

- Produce a complementary invoice

Major Features

Customer Attributes

You can define and print the following attributes for your customers:

- Inscription number (CGC/CPF)

- State inscription number

- Municipal inscription number

State Tributary Substitute Inscription

You can define and print the state Tributary Substitute inscription for your organization.

Shipping Date

You can print the date the product is shipped to the customer. This date is optional.

Operation Type

You can define if the invoice is used for a product entry or exit purpose. Suppliers must use the same invoice form to record sales, returned items, and imported items. Sale transactions have an exit operation type. Return-to-supplier transactions and imported item transactions have an entry operation type.

Legal Justification Messages

You can manually enter and print a legal justification message for the invoice when there is a tax base amount reduction, tax exemption, exportation, or tax immunity.

Oracle Receivables

Item Attributes

You can specify the following inventory and non-inventory item attributes:

- Federal Tributary Situation to indicate if the item is exempt, taxed, or non-taxed. The Federal Tributary Situation is added to the invoice line.

- State Tributary Situation to indicate if the item is exempt, taxed, or non-taxed. The State Tributary Situation is added to the invoice line.

- Item Origin to indicate if the item is imported or national. The Item Origin is added to the invoice line.

- Item Fiscal Type. The Item Fiscal Type is added to the invoice line.

Freight Carrier Attributes and Corresponding License Plate

You can enter a freight carrier and a license plate in the invoice. You are not legally required to validate the license plate number.

You can define the following freight carrier attributes for the invoice:

- Address

- City

- State

- Inscription number (CGC/CPF)

- State inscription number

Note: You must enter these attributes in the shipping invoice if you are not responsible for the freight.

Freight Responsibility

You can define and print the freight responsibility: CIF (customer responsibility) or FOB (remit responsibility).

Packaging Attributes

You can enter and print the following packaging attributes in the invoice:

- Volume type

- Volume quantity

- Brand

- Volume number

- Total net weight

- Total gross weight

You can define the default value of the brand for your organization.

Accessory Expenses

You can enter and print the freight expense, insurance expense, and other accessory expense amounts in the invoice.

The accessory expenses are not accounted for and do not change the invoice total amount.

Operation Fiscal Code (CFOP)

You can define the operation fiscal code (CFOP) for a transaction to identify the type of operation. You must enter this code for fiscal books.

Examples of some fiscal codes are in the following table:

Enter this code…	For this purpose…
5.10	Sale of products by the supplier or a third party in the same state as the supplier
5.11	Sale of industrial products by the supplier or a third party in the same state as the supplier
5.12	Sale of products received by a third party in the same state as the supplier
5.13	Sale of industrial services by a third party in the same state as the supplier
6.21	Transfer of industrial products by a third party outside the state of the supplier

Oracle Receivables

Identify and Control Canceled Invoices

You can create a credit memo to cancel an invoice. Receivables automatically changes the status of the invoice to *void*.

Define Subseries

You can define an invoice subseries in Receivables. You can number invoices by subseries. Automatic and manual invoices have the same subseries.

Complementary Invoices

You can create a complementary invoice to correct entries on another previously entered invoice. This new invoice shows the corrected entries without the calculations.

Reports

Receivables generates the following reports for Brazil:

- **Shipping Invoice report**- Lists completed shipping invoices and their attributes

- **Complementary Invoice report**- Lists completed complementary invoices and their attributes

Interest Overview

Interest is calculated for invoice payments. You can choose to calculate interest either based on the total amount of the invoice or on a partial payment. Interest Handling lets you pay the interest amount later, cancel, or accept and receive the interest.

Basic Business Needs

The Interest functionality lets you satisfy Brazilian interest requirements. You can do the following:

- Calculate interest according to when an invoice is received.

- Handle the interest amount due. You can choose to pay the interest amount due and the invoice amount together, cancel the interest amount, or create an Interest Debit memo with the interest amount to pay later.

- Calculate interest based on the total amount of the invoice or based on the paid amount.

- Use simple or compounded interest calculation formulas to calculate the interest amount.

- Use a rate or a value to calculate the interest amount for a specific period.

- Define the period for interest calculation.

- Create grace days for late payments.

Major Features

Different Level of Interest Definition

You can define interest parameters at system option level, customer profile classes, or invoice level.

Automatic Interest Calculation

Receivables calculates interest for an overdue invoice when you enter a receipt and use the Enter Receipt, QuickCash, or Bank Transfer features.

Different Types of Interest Calculation

You can choose to calculate interest either based on the total invoice amount or on a partial payment. Receivables uses a simple or compounded formula to calculate the interest based on the parameters that you set up for the invoice.

Different Treatments for the Calculated Interest Amount

You decide to pay, cancel, or create an Interest Debit memo with the calculated interest amount when you receive the invoice.

Penalty Fee

You can define a penalty fee and interest for overdue invoices.

Interest Calculation Based on Business Day Calendar

Receivables calculates interest according to the business day calendar and shows the interest value and number of days that a payment is late. If the due date is a weekend or a holiday, Receivables lets you anticipate, postpone, or keep the due date for the interest calculation.

Setting up Brazilian Receivables

This section describes the setup procedures for Brazilian Receivables. You must enter the setup information for your company before you create and import invoices and collection documents, enter receipts, or run any of the Receivables reports.

Defining System Options

Use the globalization flexfield in the System Options window to define control options and system parameters for bank transfer, interest calculation, billing, and tax calculation. Specify your company information, tax method, customer address validation, shipping invoice printing options, and interest parameters.

Prerequisites

Before you can use the System Options window, you must:

- Define company information in the Companies window

- Define a sales tax location flexfield structure in the System Options window

- Check the Inclusive Tax Used check box in the System Options window

- Check the Latin Tax Handling check box in the System Options window

- Choose Line in the Calculation Level field in the System Options window

- Define a transaction source in the Transaction Source window

- Define a transaction type in the Transaction Type window

- Define a receipt method in the Receipt Classes window
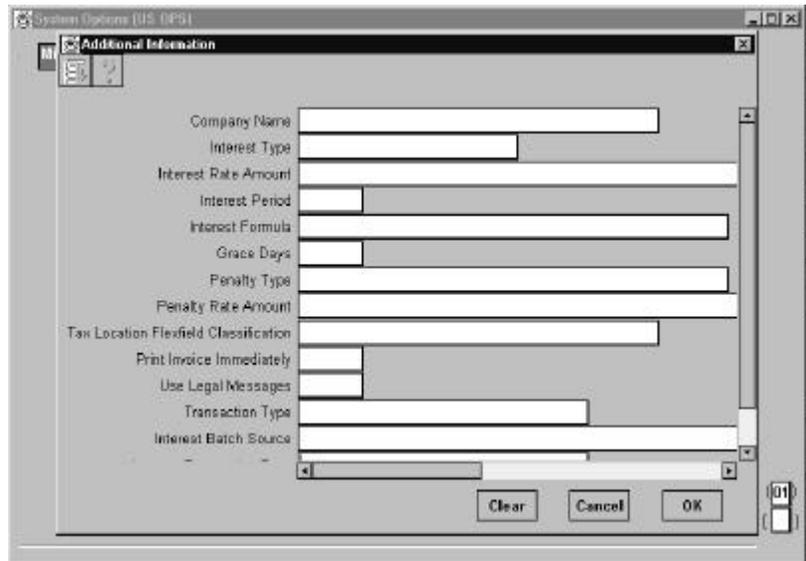
To enter bank transfer information:

1. Navigate to the Define System Options window (Brazilian Oracle Receivables: Setup > System > System Options).

2. Navigate to the globalization flexfield. For instructions, see *Using Globalization Flexfields* on page 398.

3. In the Company Name field, enter your company's name. Your company name is used in the header record in the bank remittance batch electronic file. The company name is also used to validate the header record of the bank return file.

4. Press the OK button.

To enter interest information:

1. Navigate to the Define System Options window (Brazilian Oracle Receivables: Setup > System > System Options).

2. Navigate to the globalization flexfield. For instructions, see *Using Globalization Flexfields* on page 398.

3. Enter *Rate* or *Amount* in the Interest Type field to calculate interest for past due invoices.

4. Enter either the rate or amount in the Rate/Amount field.

5. In the Interest Period field, enter the number of days that interest charges are calculated over.

6. In the Interest Formula field, enter *Simple* or *Compound* to indicate the formula used to calculate interest.

7. In the Grace Days field, enter the number of receipt grace days that customers can be overdue on receipts before you charge interest.

8. Enter *Rate* or *Amount* in the Penalty Type field to calculate how to charge your customers a late payment penalty.

9. Enter either the rate or amount in the Rate/Amount field.

10. In the Interest Batch Source field, enter the transaction source that is used to generate an interest debit memo.

11. In the Interest Transaction Type field, enter the transaction type that is used to generate an interest debit memo.

12. In the Interest Receipt Method field, enter the receipt method that is used to generate an interest debit memo.

13. Press the OK button.

To enter tax information:

1. Navigate to the Define System Options window (Brazilian Oracle Receivables: Setup > System > System Options).

2. Navigate to the globalization flexfield. For instructions, see *Using Globalization Flexfields* on page 398.

3. In the Location Flexfield Classification field, enter *State.*

4. In the Use Legal Message field, enter *Yes* if you want default legal messages to appear on your invoices. Enter *No* if you do not.

5. In the Transaction Type field, enter the transaction type that you want as the default for your tax rules.

6. Press the OK button.

To enter billing information:

1. Navigate to the Define System Options window (Brazilian Oracle Receivables: Setup > System > System Options).

2. Navigate to the globalization flexfield. For instructions, see *Using Globalization Flexfields* on page 398.

3. In the Print Invoice Immediately field, enter *Yes* if you want to print invoices from the Transactions window or Complementary Invoice window. Enter *No* if you do not.

4. Press the OK button.

Oracle Receivables

Defining Customer Profile Classes

Use the globalization flexfield in the Customer Profile Classes window to define bank transfer and interest parameters for Oracle Receivables profile classes. You can define whether or not Oracle Receivables sends specific bank instructions to customers in this profile class.

The Customer Profile Classes window also displays interest parameters, if you entered them in the System Options window. You can add or modify this information in the Customer Profile Classes window. For instructions about using the System Options window, see *Defining System Options* on page 223.

To enter bank transfer information:

1. Navigate to the Customer Profile Classes window (Brazilian Oracle Receivables: Customers > Profile Classes).

2. Enter a profile class.

3. Navigate to the globalization flexfield. For instructions, see *Using Globalization Flexfields* on page 398.

4. In the Remit Protest Instructions field, enter *Yes* if you want Oracle Receivables to remit protest instructions to the bank related to collection documents that belong to customers of this profile class. Enter *No* if you do not.

(*continued*)

5. In the Remit Interest Instructions field, enter *Yes* if you want Oracle Receivables to remit interest instructions to the bank for collection documents that belong to customers of this profile class. Enter *No* if you do not.

6. Press the OK button.

To enter interest information:

1. Navigate to the Customer Profile Classes window (Brazilian Oracle Receivables: Customers > Profile Classes).

2. Query the profile class that you want.

3. Navigate to the globalization flexfield. For instructions, see *Using Globalization Flexfields* on page 398. If you entered interest parameters in the System Options window, these fields are automatically populated in the globalization flexfield.

4. Enter *Rate* or *Amount* in the Interest Type field to calculate the interest on invoices past due.

5. Enter either the rate or amount in the Rate/Amount field.

6. In the Interest Period field, enter the number of days that interest charges are calculated over.

7. Enter *Simple* or *Compound* in the Interest Formula field to indicate the formula used to calculate interest.

8. In the Grace Days field, enter the number of receipt grace days that customers can be overdue on receipts before interest is charged.

9. Enter *Rate* or *Amount* in the Penalty Type field to calculate how to charge customers a late payment penalty.

10. Enter either the rate or amount in the Rate/Amount field.

11. Press the OK button.

Entering Customers

Use the globalization flexfield in the Customers window to enter additional information for your customers related to tax calculation, billing, and bank transfers. After you define standard profile classes, you can assign classes to your customers and addresses.

You can also update specific information for the customer or address, including the bank transfer parameters that you defined in the Customer Profile Class window.

Prerequisites

Before you can use the Customers window, you must:

- Define lookup codes (contributor type)
- Define customer profile classes
- Define receipt classes

To enter bank transfer information:

1. Navigate to the Customers window (Brazilian Oracle Receivables: Customers> Standard).

2. Enter a customer.

3. Enter the customer address in the Addresses region.

4. Navigate to the Document Printing region.
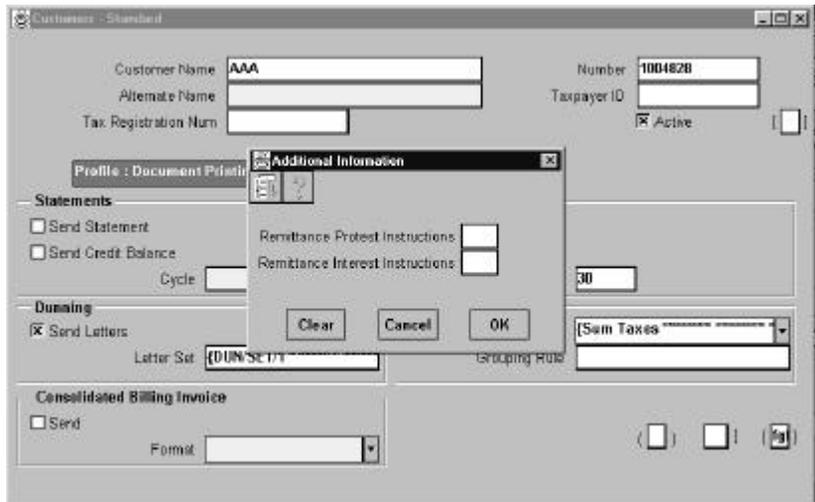
5. Navigate to the globalization flexfield. For instructions, see *Using Globalization Flexfields* on page 398.

6. In the Remit Protest Instructions field, enter *Yes* if you want Oracle Receivables to remit protest instructions to the bank for collection documents that belong to the customer. Enter *No* if you do not.

7. In the Remit Interest Instructions field, enter *Yes* if you want Oracle Receivables to remit interest instructions to the bank for collection documents that belong to the customer. Enter *No* if you do not.

8. Press the OK button.

To enter tax information:

1. Navigate to the Customer window (Brazilian Oracle Receivables: Customer > Profile > Addresses).

2. Query or enter a customer.

3. Navigate to the Customer Addresses region.
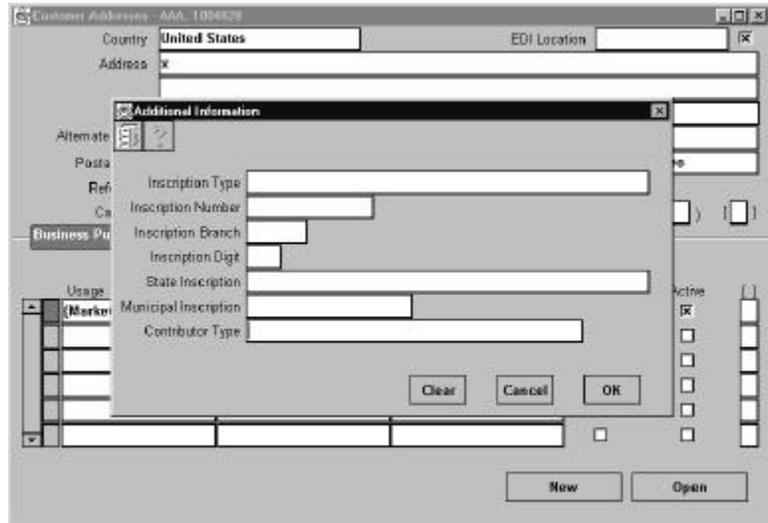
4. Navigate to the globalization flexfield. For instructions, see *Using Globalization Flexfields* on page 398.

5. Enter the contributor type that defines the customer's tax contribution in the Contributor Type field.

6. Press the OK button.

To enter billing information:

1. Navigate to the Customer window (Brazilian Oracle Receivables: Customer > Profile > Addresses).

2. Query or enter a customer.

3. In the Inscription Type field, enter one of these codes:

   - **CGC** - company is a legal entity

   - **CPF** - company is a person (physical entity)

   - **Others** - other types of inscription numbers

   If the Inscription Type is CGC, enter the company's main inscription number in the Inscription Number field.

4. Enter the inscription number for a company branch in the Inscription Branch field. If the Inscription Type is CPF, *0000* appears in this field.

5. In the Inscription Digit field, enter the control digit used to validate CGC and CPF types.

6. In the State Inscription field, enter the company registration number for the state.

7. In the Municipal Inscription field, enter the company registration number for the city.

8. Save your work.

Defining Receipt Classes

Use the globalization flexfield in the Receipt Classes window to define the collection method for a receipt class.
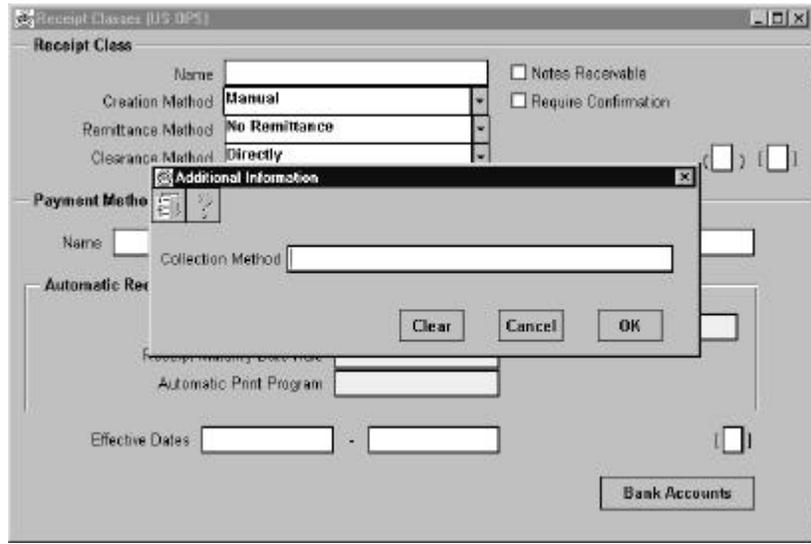
To enter bank transfer information:

1. Navigate to the Receipt Classes window (Brazilian Oracle Receivables: Setup > Receipts > Receipt Class).

2. Enter the receipt class.

3. Navigate to the globalization flexfield. For instructions, see *Using Globalization Flexfields* on page 398.

4. Enter the collection method for this receipt class:

    • **Collection Remittance Batch** - if you want to use this receipt class for bank collection

    • **Factoring Remittance Batch** - if you want to use this receipt class for bank factoring

    • **Manual Receipt** - if you want to use this receipt class for manual receipt collection

5. Press the OK button.

Oracle Receivables

Defining Remittance Banks

Use the globalization flexfields in the Banks and Bank Accounts windows to define bank transfer information for remittance banks.

Prerequisites

Before you can use the Banks and Bank Accounts windows, you must define Automatic Receipt Programs to define the bank transfer reports and files.
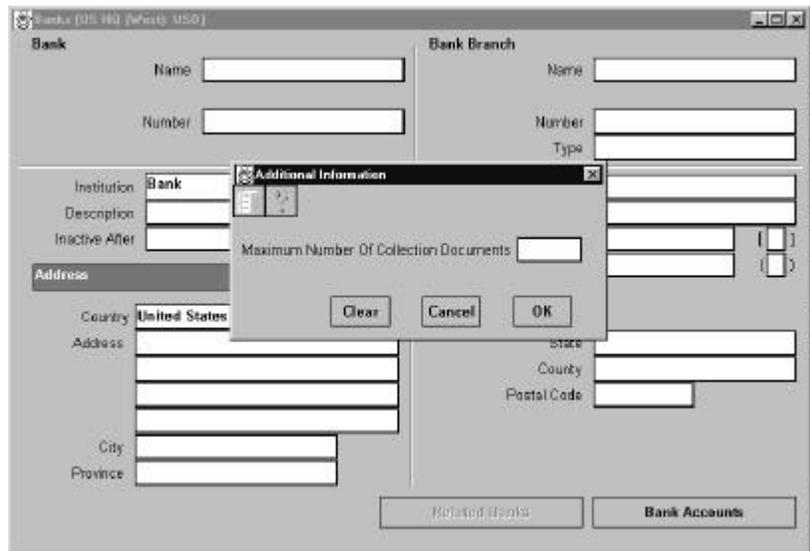
To enter bank transfer information:

1. Navigate to the Banks window (Brazilian Oracle Receivables: Setup > Receipts > Bank).

2. Enter the bank and branch.

3. Navigate to the globalization flexfield. For instructions, see *Using Globalization Flexfields* on page 398.

4. Enter the maximum number of collection documents for a bank transfer remittance batch for this bank branch.

5. Press the OK button.

(*continued*)
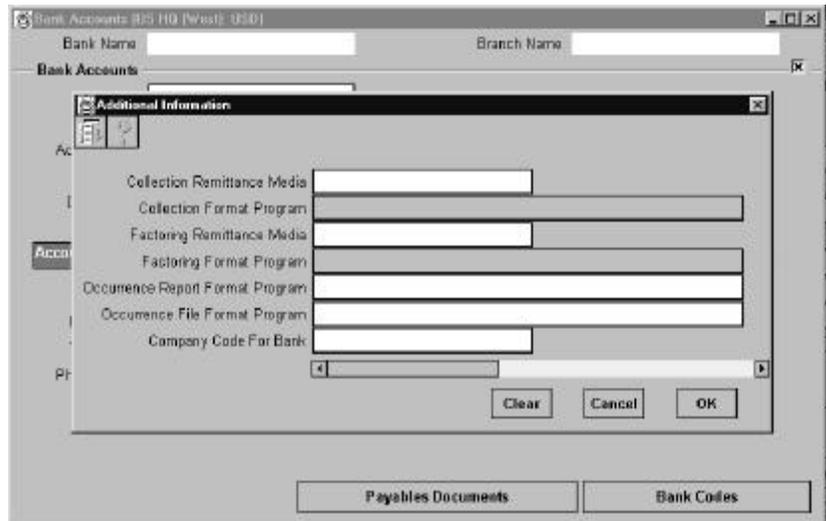
6. Navigate to the Bank Accounts window by pressing the Accounts button.

7. Enter the account number.

8. Navigate to the globalization flexfield.

9. Enter the report media (*File* or *Report*) and the report name used for your Collection Remittance, Factoring Remittance, and Occurrence Remittance batches for this account.

10. In the Company Code for Bank field, enter your company code assigned by the bank.

11. Press the OK button.

Oracle Receivables

Defining Remit-To Addresses

Use the globalization flexfield in the Remit-To Addresses window to enter your company name.

Your company name appears in the transaction records in the bank remittance batch electronic file. The company name is also used to validate the transaction records in the bank return file.

Prerequisites

Before you can use the Remit-To Addresses window, you must:

- Define company information

- Define system options
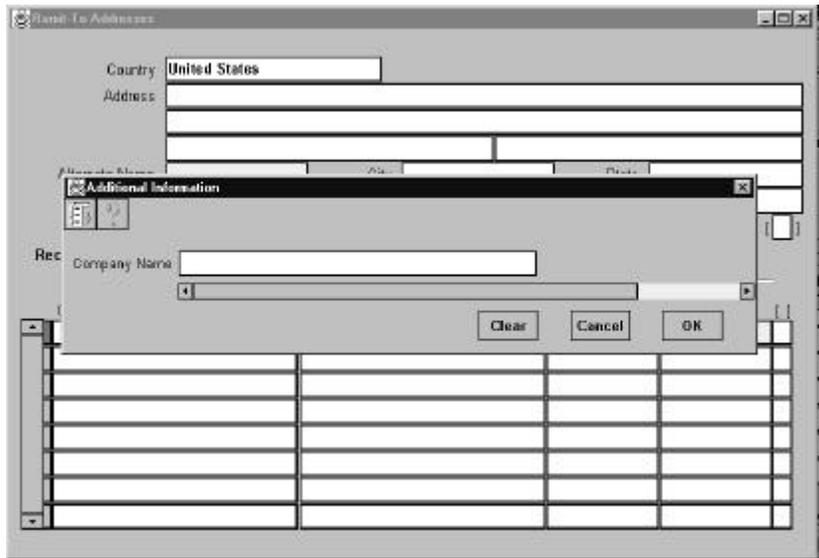
To enter bank transfer information:

1. Navigate to the Remit-To Addresses window (Brazilian Oracle Receivables: Setup > Print > Remit-to Address).

2. Navigate to the globalization flexfield. For instructions, see *Using Globalization Flexfields* on page 398.

3. Enter your company's name.

4. Press the OK button.

Oracle Receivables

Defining Transaction Types

Use the globalization flexfield in the Transaction Types window to determine bank transfer, tax, and billing default information for your transaction entries.

Prerequisites

Before you can use the Transaction Types window, you must:

- Define lookup codes

- Define tax codes and rates

- Define operation fiscal codes

- Define Latin tax groups

To enter bank transfer information:

1. Navigate to the Transaction Types window (Brazilian Oracle Receivables: Setup > Transactions > Transaction Types).

2. Navigate to the globalization flexfield. For instructions, see *Using Globalization Flexfields* on page 398.

3. Enter the document type in the Document Type field. The document type is one of the required fields to format the bank remittance batch file. Each collection document sent to the bank requires a document type.

4. Press the OK button.

Oracle Receivables

To enter tax information:

1. Navigate to the Transaction Types window (Brazilian Oracle Receivables: Setup > Transactions > Transaction Types).

2. Navigate to the globalization flexfield. For instructions, see *Using Globalization Flexfields* on page 398.

3. Enter the Latin tax group or tax code in the Tax Group field to define the tax categories and tax rates to apply to transactions.

4. Press the OK button.

To enter billing information:

1. Navigate to the Transaction Types window (Brazilian Oracle Receivables: Setup > Transactions > Transaction Types).

2. Navigate to the globalization flexfield. For instructions, see *Using Globalization Flexfields* on page 398.

3. Enter the operation type in the Operation Type field that identifies the purpose of the shipping invoice.

4. Enter the operation fiscal code in the Operation Fiscal Code field that identifies the operation type.

5. Press the OK button.

Defining Invoice Sub-Series

Use the globalization flexfield in the Invoice Batch Sources window to define an invoice sub-series for billing purposes. The invoice sub-series lets you apply the same invoice number series to both manual and imported invoices.

Define the invoice sub-series for invoices with a batch source type of *Manual*. When you assign the sub-series, invoices that are entered manually with this invoice batch source follow the same invoice number sequence as the Imported invoice batch source.

Prerequisites

Before you can use the Invoice Batch Sources window, you must define an Invoice Batch Source.
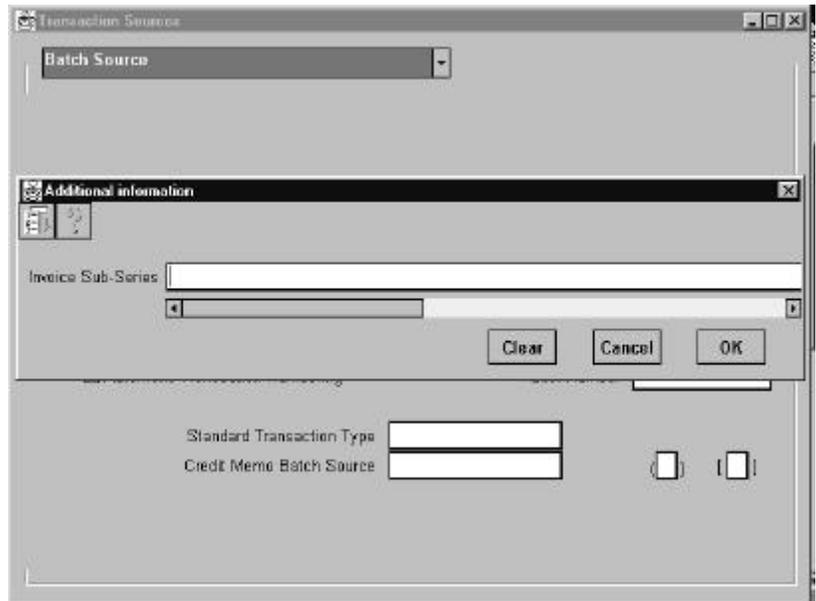
To enter billing information:

Use this procedure for manual invoice batch sources only.

1. Navigate to the Invoice Batch Sources window (Brazilian Oracle Receivables: Setup > Transactions > Sources).

2. Enter the invoice batch source information.

3. Enter *Manual* in the Type field.

4. Navigate to the globalization flexfield. For instructions, see *Using Globalization Flexfields* on page 398.

5. Enter an imported batch source in the Invoice Sub-Series field.

6. Press the OK button.

Defining Locations for an Organization

Use the Organization window to define the location for your organization for tax calculation and billing.

Prerequisites

Before you can use the Organization window, you must define locations in the Locations window.
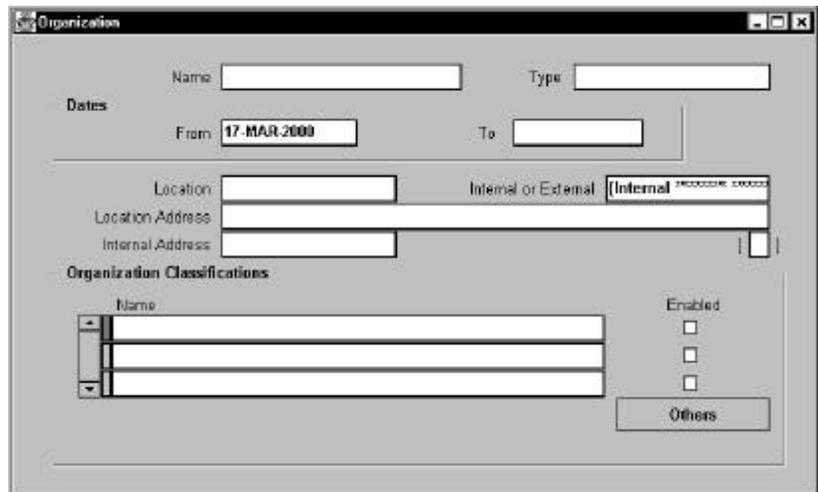
To enter a location for your organization:

1. Navigate to the Organization window (Brazilian Oracle Receivables: Setup > System > Organization > Define).

2. Enter the location in the first region.

3. Save your work.

Entering Information for Locations

Use the globalization flexfield in the Location window to enter information used to calculate tax for the ship-from location. You specify the ship-from address in the Location window.

Prerequisites

Before you can use the Location window, you must do the following:

- Define the establishment types and states in the Lookup Codes window

- Enter tax codes and rates in the Tax Codes and Rates window

- Define Latin tax groups in the Latin Groups window

To enter fiscal information:

1. Navigate to the Location window (Brazilian Oracle Receivables: Setup > System > Organization > Location).

2. Navigate to the globalization flexfield. For instructions, see *Using Globalization Flexfields* on page 398.

3. In the Establishment Type field, enter the company fiscal definition for this organization.

4. Enter the Latin tax group or tax code in the Tax Group field to define the tax categories and tax rates to apply to transactions with this organization.

5. Save your work.

To enter billing information:

1. Navigate to the Location window (Brazilian Oracle Receivables: Setup > System > Organization > Location).

2. Navigate to the globalization flexfield. For instructions, see *Using Globalization Flexfields* on page 398.

3. Enter the product brand name that will be printed in the shipping invoice.

4. Save your work.

Defining Memo Lines

Use the globalization flexfield in the Standard Memo Lines window to enter billing and tax information for each standard memo line.

Prerequisites

Before you can use the Standard Memo Lines window, you must:

- Define lookup codes (transaction nature)
- Define Latin fiscal classification codes
- Define Latin tax groups
- Define tax codes and rates

To enter tax information:

1. Navigate to the Standard Memo Lines window (Brazilian Oracle Receivables: Setup > Transactions > Memo Lines).

2. Query the memo line that you want.

3. Navigate to the globalization flexfield. For instructions, see *Using Globalization Flexfields* on page 398.

4. In the Fiscal Classification Code field, enter the fiscal classification code to be applied to transactions using this memo line.

5. In the Transaction Nature field, enter the transaction nature to be applied to transactions using this memo line.

6. Press the OK button.

To enter billing information:

1. Navigate to the Standard Memo Lines window (Brazilian Oracle Receivables: Setup > Transactions > Memo Lines).

2. Query the memo line that you want.

3. Navigate to the globalization flexfield. For instructions, see *Using Globalization Flexfields* on page 398.

4. Enter the values that are used by the fiscal books in the corresponding fields:

   - A federal tributary situation, such as IPI exempt or taxable national product

   - A state tributary situation, such as ICMS exempt or ICMS taxation deferred

   - Item origin

   - Item fiscal type

5. Save your work.

Defining Freight Carriers

Use the globalization flexfield in the Freight Carrier window to define information for your freight carriers. This information is printed on shipping invoices.

Prerequisites

Before you can use the Freight Carrier window, you must define lookup codes.
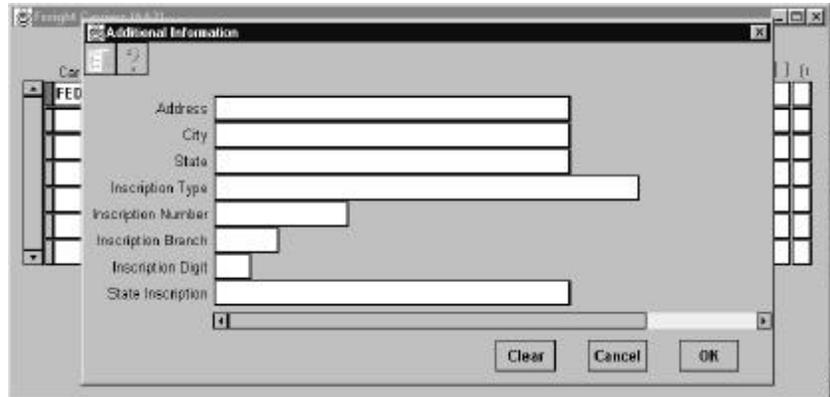
To enter billing information:

1. Navigate to the Freight Carrier window (Brazilian Oracle Receivables: Setup > System > Quick Codes > Freight).

2. Enter or query the freight carrier you want.

3. Navigate to the globalization flexfield. For instructions, see *Using Globalization Flexfields* on page 398.

4. Enter the freight carrier's address in the Address field.

5. Enter the freight carrier's city in the City field.

6. Enter the freight carrier's state in the State field.

7. In the Inscription Type field, enter one of these codes:

- **CGC** - freight carrier is a legal entity

- **CPF** - freight carrier is a person (physical entity)

- **Others** - other types of inscription numbers

If the Inscription Type is CGC, enter the freight carrier's main inscription number in the Inscription Number field.

8. Enter the inscription number for a branch of the freight carrier in the Inscription Branch field. If the Inscription Type is CPF, *0000* appears in this field.

9. In the Inscription Digit field, enter the control digit that validate CGC and CPF types.

10. In the Inscription Number field, enter the freight carrier's federal registration number.

11. In the State Inscription field, enter the freight carrier's state inscription number.

12. Press the OK button.

Defining Tax Codes and Rates

Use the globalization flexfield in the Tax Codes and Rates window to add tax categories to your tax codes and associated rates, and also to define printing options for each tax code.

Prerequisites

Before you can use the Tax Codes and Rates window, you must define Latin tax categories.
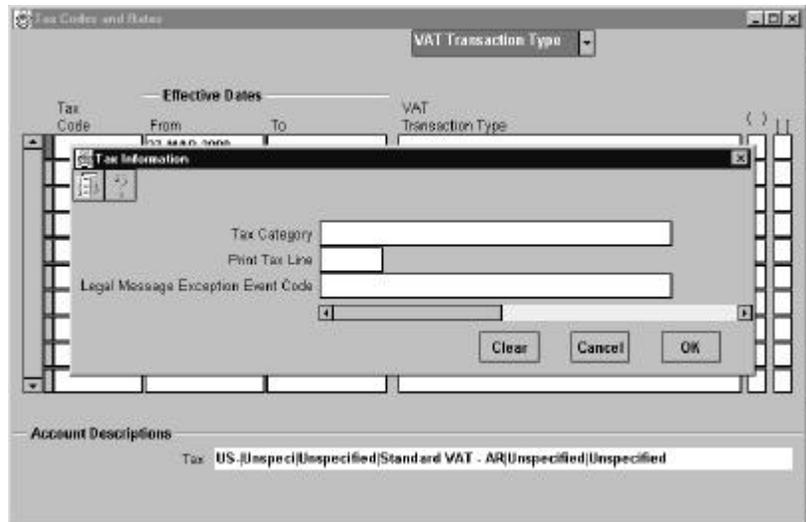
To enter tax and rate information:

1. Navigate to the Tax Codes and Rates window (Brazilian Oracle Receivables: Setup > Tax > Codes).

2. Query the tax code that you want.

3. Navigate to the globalization flexfield. For instructions, see *Using Globalization Flexfields* on page 398.

4. Enter the Latin tax category in the Tax Category field to associate with this tax code.

5. Inclusive Tax information is defaulted from the Latin tax category. You cannot change this information at this level. The Allow Inclusive Override check box is always unchecked and cannot be changed.

6. In the Print Tax Line field, enter *Yes* if you want the designated tax line with this tax code to appear on your invoices. Enter *No* if you do not.

7. In the Legal Message Exception Event field, enter the legal message exception event to use with this tax code.

8. Press the OK button.

Defining Global Receipt Method Accounts

Use the Global Receipt Method Accounts window to define additional accounting parameters. You define these parameters for receipt entries and receipt applications for payment methods and remittance bank accounts that are used in the bank collection process.

Prerequisites

Before you can use the Global Receipt Method Accounts window, you must:

- Define banks, branches, and accounts

- Define Bank Instruction Codes

- Define receipt Classes

- Define payment methods with remittance banks assigned to them

- Define receipt batch sources

- Define receivables activities to create default accounting information for each adjustment type

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To define global receipt method accounts:

1. Navigate to the Global Receipt Method Accounts window (Brazilian Oracle Receivables: Setup > Bank Collections > Receipt Method Accounts).

2. Enter a payment method in the Payment Method field. The Receipt Class and Collection Method fields are populated according to the payment method.

3. Enter the name of the bank in the Bank Name field.

4. Enter the account number in the Account Number field.

5. Enter the account number for bank charges in the Bank Charges field.

6. Enter the endorsement account number in the Collection Endorsement field.

7. Enter the Bills under Collection account number in the Bills under Collection field.

8. If the collection method is factoring remittance batch, enter the account numbers of factoring documents in the Factoring Documents field and the factoring interest in the Factoring Interest field.

(*continued*)

9. Navigate to the Additional Accounts alternative region to update additional accounts for this payment method and account.

10. In the Adjustment Activity column, enter the adjustment activity for each of the additional accounts. Oracle Receivables displays the default account number in the Account column. You can change the account number if you want.

11. Navigate to the Business Rules alternative region to define rules for this payment method and account.

12. Enter the portfolio code assigned by the bank in the Portfolio Code field.

13. Enter the appropriate ranges for this payment method and account:

- Enter the range of collection document amounts in the Document Amounts fields

- Enter the range of totals for bank transfer remittance batches in the Remittance Amounts fields

These ranges are used as default values when bank transfer remittance batches are created.

14. In the Instruction Code fields, enter the default bank instruction codes that are sent to the bank with each collection document using this payment method and account.

15. Enter the default bank charge per collection document in the Bank Charges Amount field.

16. If the collection method is factoring remittance batch, enter the discounted rate of sale to the bank. Enter a percentage in the Factoring Rate field and the number of days for which this percentage is defined in the Factoring Period field.

17. Enter the receipt batch source in the Batch Source field.

18. If the collection method is collection remittance batch or manual receipt collection, enter the write-off tolerance. Enter either a percentage in the Write-off % field or an amount in the Write-off Amt field.

19. Enter the deposit date in the GL Date for Bank Return field, if the deposit is not going to be made in your company's account on the receipt date. The value in the Bank Floating field represents the number of days after the receipt day when the calculated amount is deposited in your company's account.

20. Save your work.

Defining Master Items

Use the globalization flexfield in the Master Item window to enter tax and billing information.

Prerequisites

Before you can use the Master Item window, you must:

• Define lookup codes (transaction nature) in the Lookup Codes window

• Define Latin fiscal classification codes

• Define Latin tax groups

• Define tax codes and rates

To enter tax information:

1. Navigate to the Master Item window (Brazilian Oracle Receivables: Setup > Item > Define Items).

2. Query the item that you want.

3. Navigate to the globalization flexfield. For instructions, see *Using Globalization Flexfields* on page 398.

4. Enter the fiscal classification code to apply to transactions using this item in the Fiscal Classification Code field.

5. Enter the transaction nature code to apply to transactions using this item in the Transaction Nature field.

6. Press the OK button.

To enter billing information:

1. Navigate to the Master Item window (Brazilian Oracle Receivables: Setup > Item > Define Items).

2. Query the item that you want.

3. Navigate to the globalization flexfield. For instructions, see *Using Globalization Flexfields* on page 398.

4. Enter values used by the fiscal books in the corresponding fields:

    *   A federal tributary situation, such as IPI exempt or taxable national product

    *   A state tributary situation, such as ICMS exempt or ICMS taxation deferred

    *   Item origin

    *   Item fiscal type

5. Press the OK button.

Defining Bank Occurrences

Use the Define Bank Occurrences window to define occurrence codes
for remittance banks and associate these codes with the Oracle
Receivables pre-defined occurrence codes.

Prerequisites

Before you can use the Define Bank Occurrences window, you must
define bank branches.

To define a bank occurrence code for a remittance bank:

1. Navigate to the Define Bank Occurrences window (Brazilian
    Oracle Receivables: Setup > Bank Collections > Occurrence
    Codes).

2. Query the bank that you want to define occurrences for in the Find
    Bank window.

3. Enter *Remittance* or *Return* in the Type field.

4. Enter the new occurrence code in the Code field.

5. Enter a description of the occurrence code in the Description field.

6. Enter the pre-defined occurrence code to associate with this
    occurrence code in the Standard Occurrence field.

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7. Enter *File* or *Report* in the Media field to indicate the format for sending reports to the bank (electronic file or paper report). Use this field only if the entry in the Type field is *Remittance*.

8. In the Limit Days field, enter a number that defines the limit of the difference between the collection document due date and the occurrence remittance date. When an occurrence remittance batch is formatted, Oracle Receivables compares the difference between the due date and the remittance date. If this difference is less than the Limit Days, a paper report is generated.

9. Save your work.

Defining Bank Instructions

Use the Define Bank Instructions window to define instruction codes for remittance banks and associate these codes with the Oracle Receivables pre-defined bank instruction codes.

Prerequisites

Before you can use the Define Bank Instructions window, you must define bank branches.

To define a bank instruction code for a remittance bank:

1. Navigate to the Define Bank Instructions window (Brazilian Oracle Receivables: Setup > Bank Collections > Instruction Codes).

2. Query the bank that you want to define instructions for in the Find Bank window.

3. Enter the new instruction code in the Code field.

4. Enter a description of the instruction code in the Description field.

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5. Enter the pre-defined bank instruction code in the Type field to associate with this instruction code.

6. In the Number of Days to Protest/Write-Off field, enter the number of days that are allowed to protest/write-off for this instruction code. Use this field only if the entry in the Type field is *Protest After Due Date* or *Write Off After Due Date*.

7. Save your work.

Defining Latin Tax Categories

Use the Latin Tax Categories window to create Latin tax categories that define specific characteristics of each tax calculated by the Latin Tax Group.

Prerequisites

Before you can use the Latin Tax Categories window, you must define tax codes.

To define a Latin tax category:

1. Navigate to the Tax Categories window (Brazilian Oracle Receivables: Setup > Tax > Tax Categories).

2. Enter a name for this tax in the Category field. Use a name or code that suggests the name of the tax you want.

3. Enter a description of this tax category in the Description field.

4. In the Minimum Amount field, enter the minimum tax amount to apply. If the tax amount for a transaction line is less than the amount you enter here, then the tax is not applied.

5. In the Minimum % field, enter the minimum tax percentage used to apply the tax. If the tax percentage for a transaction line is less than the amount you enter here, then the tax is not applied.

6. Check the Tributary Substitution check box if you want to define this tax category for Tributary Substitution. Leave the check box unchecked if you do not. If you check the check box, you must enter a Latin tax category in the Tax Category to Compound Base field.

7. Enter a Latin tax category in the Tax Category to Compound Base field, if you want another tax category to compound the tax base amount.

8. Check the Inclusive Tax check box if you want tax included in the price at invoice line level. Leave the check box unchecked if you do not.

    Note: You cannot update the Inclusive Tax check box if the tax category is associated to a tax code or to a Latin tax group.

9. Check the Print check box if you want the tax line printed. Leave the check box unchecked if you do not.

10. Enter the effective dates for this tax category.

11. Use the Tax Code field to enter an optional tax code, if you want to use a tax code as the default for this tax category.

12. Save your work.

Defining Latin Legal Messages

Use the Legal Messages window to associate legal messages with Latin tax rules. Legal messages are fiscal messages on invoices that explain the reason why a lower tax rate is applied to an invoice line for exceptions. The exceptions are:

- Tax Base Amount Reduction

- Tax Exemption

- Exports

- Tax Immunity

- Non-Incidence

You associate legal messages with a combination of tax rule, tax exception, and rule data. The rule data appears in the Legal Messages region based on the tax rule that you enter. There are eight types of rule data: Fiscal Classification, Customer, Memo Lines, Exception by Item, Exception by Fiscal Classification, Organization, Inventory Items, and Locations.

You can create as many legal messages as you want for each tax rule. However, you can create only one legal message for each combination of tax rule, tax category, contributor type, transaction type, exception, and rule data.

Prerequisites

Before you can use the Legal Messages window, you must:

- Define Tax Codes

- Define Latin Tax Rules

- Record Legal Messages as standard statement messages in Oracle Receivables (150 character maximum).

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To enter a legal message:

1. Navigate to the Legal Messages window (Brazilian Oracle Receivables: Setup > Tax > Legal Messages).

2. Query the tax rule that you want to associate legal messages with. Depending on the tax rule that you choose, Oracle Receivables displays the region for the relevant rule data type in the Legal Messages region.

3. Enter an exception code in the Exception Name field. This code determines the tax exception that the legal message applies to.

4. Enter the rule data that you want in the Rule Data field.

5. Enter the legal message in the Message Name field.

6. Repeat steps 3 to 5 to create other legal messages for this tax rule.

7. Save your work.

Defining Latin Tax Groups

Use the Latin Groups window to associate tax categories to a tax group. A Latin tax group lets you apply a group of taxes to transactions, when the taxable amounts are known.

A Latin tax group shows the taxes that are included in a specific group, the order of application of each of the taxes, particular attributes related to the specific group, and attributes that help define how many taxes of the group to apply.

You can use a Latin tax group as a tax code in the following windows: System Options, Customers, Item, Organizations, and Memo Lines.

Prerequisites

Before you can use the Latin Groups window, you must:

- Define lookup codes (Contributor type, Establishment type, transaction nature)

- Define Tax Codes

- Define Latin Tax Categories

To define a Latin tax group:

1.   Navigate to the Latin Groups window (Brazilian Oracle
     Receivables: Setup > Tax > Tax Groups).

2.   Enter the code for this Latin tax group in the Tax Group field.

3.   Enter a description of this tax group in the Description field.

4.   Enter a tax category to associate with this tax group in the Tax
     Category field. The tax category you enter populates the record
     with default information. You can change the information in these
     fields.

5.   Enter a contributor type to associate with this tax group in the
     Contributor Type field.

6.   Enter an establishment type to associate with this tax group in the
     Establishment Type field.

7.   Enter the transaction nature to apply to this tax group in the
     Transaction Nature field.

8.   Enter the effective dates for this tax group. For a given
     combination, the default start date is the current date, and the
     default end date is 31 Dec 4712. To prevent overlapping effective
     dates, when you enter a new end date, the next start date defaults
     to the following day. You cannot change the next start date to an
     earlier date than the previous end date. In addition, you cannot
     change the start and end dates of existing records, except for the
     last record for a given combination.

(continued)

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9. In the Compound Precedence field, enter a number to indicate the order of this group for compounding multiple taxes.

   Note: The compound precedence is applied to all tax categories in the tax group.

10. Use the Tax Code field to enter an optional tax code, if you want to use a tax code as the default for this tax category.

11. Check the Tributary Substitution check box if you want to define this tax group for Tributary Substitution. Leave the check box unchecked if you do not. If you check the check box, you must enter a value in the Tax Category to Compound Base field.

12. Enter the Latin tax category in the Tax Category to Compound Base field that you want to use to compound the base tax rate.

13. In the Minimum Amount field, enter the minimum tax amount to apply to the tax.

14. In the Minimum % field, enter the minimum tax percentage used to calculate tax.

15. Check the Calculate in OE check box if you want this tax category to be calculated when you create a sales order in Oracle Order Entry. Use this tax category for taxes that modify the sales order amount.

16. Save your work.

Defining Latin Tax Locations

Use the Latin Locations window to associate tax categories with specific shipment combinations and to assign tax codes to the combination. You can define the tributary substitution state inscription for specific ship-from and ship-to combinations.

Prerequisites

Before you can use the Latin Locations window, you must:

- Define lookup codes (state)

- Define tax codes

- Define Latin tax categories

- Define a sales tax location flexfield structure in the System Options window

To define a Latin tax location:

1. Navigate to the Latin Locations window (Brazilian Oracle Receivables: Setup > Tax > Tax Locations).

2. In the Ship From Code field, enter the state where the item or service is sold.

3. In the Ship To Code field, enter the destination state.

4. Enter the tax category to associate with this shipping combination in the Tax Category field.

5. Enter the effective dates for this combination. For a given combination, the default start date is the current date, and the default end date is 31 Dec 4712. To prevent overlapping effective dates, when you enter a new end date, the next start date defaults to the following day. You cannot change the next start date to an earlier date than the previous end date. In addition, you cannot change the start and end dates of existing records, except for the last record for a given combination.

6. In the Tax Code field, enter the tax code that you want to use to define the tax rate for this combination.

7. If the tax category you chose was Tributary Substitution State Inscription, enter your Tributary Substitution State Inscription number in the appropriate field. You must have previously defined a specific tax code for this tax category.

8. Save your work.

Defining Latin Fiscal Classifications

Use the Fiscal Classifications window to define fiscal classifications for specific items and associate them with tax categories. Each item that you enter on an invoice requires a fiscal classification.

Prerequisites

Before you can use the Fiscal Classifications window, you must:

- Define tax codes

- Define Latin tax categories

To define a Latin fiscal classification code:

1. Navigate to the Fiscal Classifications window (Brazilian Oracle Receivables: Setup > Tax > Fiscal Classifications).

2. In the Fiscal Classifications Code field, enter the code for this fiscal classification.

3. In the Displayed Value field, enter the way you want this fiscal classification to be displayed in the list of values.

(continued)

4. Enter a description of this fiscal classification in the Description field.

5. Enter the tax category to associate with this fiscal classification in the Tax Category field.

6. Enter the effective dates for this fiscal classification. For a given combination, the default start date is the current date, and the default end date is 31 Dec 4712. To prevent overlapping effective dates, when you enter a new end date, the next start date defaults to the following day. You cannot change the next start date to an earlier date than the previous end date. In addition, you cannot change the start and end dates of existing records, except for the last record for a given combination.

7. In the Tax Code field, enter the tax code that you want to use to define the tax rate for this fiscal classification and tax category combination.

8. In the Base Rate field, enter the rate amount that is used to modify the base amount. You can enter negative amounts.

9. Save your work.

Defining Latin Tax Exceptions by Fiscal Classification

Use the Latin Tax Exceptions window to define tax exceptions for shipment location combinations by fiscal classification code.

Prerequisites

Before you can use the Latin Tax Exceptions window, you must:

- Define lookup codes (state)

- Define tax codes

- Define Latin tax categories

- Define Latin fiscal classification codes

- Define a sales tax location flexfield structure in the System Options window

To define a Latin tax exception for a fiscal classification code:

1. Navigate to the Latin Tax Exceptions window (Brazilian Oracle Receivables: Setup > Tax > Tax Exceptions by Fiscal Classification).

2. In the Shipment Locations From field, enter the state where the item or service is sold.

3. In the Shipment Locations To field, enter the destination state.

4. Enter the fiscal classification code to apply to this exception in the Fiscal Classification Code field.

5. Enter the tax category to associate with this exception in the Tax Category field.

6. In the Base Rate field, enter the rate amount that is used to modify the base amount. You can enter a negative amount.

7. Enter the effective dates for this exception. For a given combination, the default start date is the current date, and the default end date is 31 Dec 4712. To prevent overlapping effective dates, when you enter a new end date, the next start date defaults to the following day. You cannot change the next start date to an earlier date than the previous end date. In addition, you cannot change the start and end dates of existing records, except for the last record for a given combination.

8. In the Tax Code field, enter the tax code that you want to use to define the tax rate for this exception.

9. Save your work.

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Defining Latin Tax Exceptions by Item

Use the Tax Exceptions by Item window to define tax exceptions for specific items in a specific shipment location combination.

Prerequisites

Before you can use the Tax Exceptions by Item window, you must:

- Define lookup codes (state)

- Define tax codes

- Define items

- Define Latin tax categories

- Define a sales tax location flexfield structure in the System Options window

To define a Latin tax exception for an item:

1. Navigate to the Tax Exceptions by Items window (Brazilian Oracle Receivables: Setup > Tax > Tax Exceptions by Item).

2. In the Ship Location From field, enter the state where the item or service is sold.

3. In the Ship Location To field, enter the destination state.

4. In the Item Description field, enter the item you want to apply an exception to.

5. Enter the Latin tax category to apply to this exception in the Tax Category field.

6. In the Base Rate field, enter the rate amount that is used to modify the base amount. You can enter a negative amount.

7. Enter the effective dates for this exception. For a given combination, the default start date is the current date, and the default end date is 31 Dec 4712. To prevent overlapping effective dates, when you enter a new end date, the next start date defaults to the following day. You cannot change the next start date to an earlier date than the previous end date. In addition, you cannot change the start and end dates of existing records, except for the last record for a given combination.

8. In the Tax Code field, enter the tax code that you want to use to define the tax rate for this exception.

9. Save your work.

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Defining Latin Tax Rules

Use the Tax Rules window to define the hierarchy for applying tax codes to a transaction line. When searching to apply a tax to a transaction line, Oracle Receivables looks at the first rule in the hierarchy for the particular combination of tax category, contributor type, and transaction type. If this rule does not apply, Oracle Receivables looks at the second rule, and so on until it finds the correct rule to apply.

You can define two types of hierarchy:

- For Rule Level = Base, define a hierarchy to search for tax rates to apply to the tax base amount

- For Rule Level = Rate, define a hierarchy to search for tax codes to apply to the transaction taxable amount

You can define as many rules as you want for the tax.

Prerequisites

Before you can use the Tax Rules window, you must:

- Define lookup codes (Contributor type)

- Define tax codes

- Define Latin tax categories

- Define transaction types

To define Latin tax rules:

1. Navigate to the Tax Rules window (Brazilian Oracle Receivables: Setup > Tax > Tax Rules).

2. Enter a tax category in the Category field.

3. Enter the contributor type to use with this tax category in the Contributor Type field.

4. Enter the transaction type to use with this tax category in the Transaction Type field.

5. In the Rule Level field, enter *Base* or *Rate* to define whether this rule applies to the base or rate amount.

6. In the Priority field, enter the that this rule is applied. The default order is sequential.

7. Enter the name of the rule in the Rule field. Oracle Receivables looks at this rule to apply tax to transactions that have this combination of tax category, transaction type, and contributor type.

8. Save your work.

Note: You can define default hierarchies independent of tax categories if you enter *DEFAULT* in the Contributor Type field and enter the same transaction type that is in the System Options window in the Transaction Type field. If you do not define specific rules for finding the tax rates, Receivables uses the hierarchy for tax rules.

Oracle Receivables

Managing Invoices

This section describes how to enter interest, tax, billing, and bank transfer information for invoices by using globalization flexfields in the Transaction window and Transaction Summary window. This section also explains how to correct and cancel existing invoices.

Entering Invoice Information

Use the globalization flexfield in the Transactions window to enter additional invoice information. You can enter interest, tax, bank transfer, and billing information for the invoices. You can also use the globalization flexfield for invoice installments to enter bank transfer information.

Prerequisites

Before you can use the Transaction window, you must do the following:

- Define ship-from states, the establishment type for calculating tax, and billing attributes for shipping invoices in the Organization window

- Define tax and billing attributes in the System Options window

- Define tax categories in the Latin Tax Categories window

- Define tax codes and rates in the Tax Codes and Rates window

- Create tax groups in the Latin Tax Groups window

- Define invoice batch sources and a subseries in the Invoice Batch Sources window

- Define a tax group and an operation fiscal code in the Transaction Types window

- Define a freight carrier in the Freight Carriers window

- Define memo lines in the Standard Memo Lines window

- Define master items in the Master Items window

- Define billing attributes for customers in the Customers window

- Define a Tributary Substitute inscription for your company in each state in the Latin Locations window

- Define Latin legal messages in the Legal Messages window
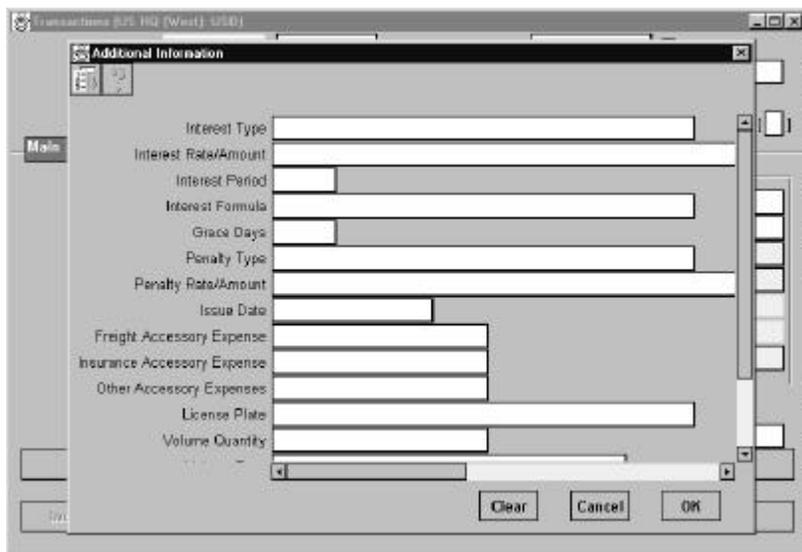
To enter interest information:

1. Navigate to the Transactions window (Brazilian Oracle Receivables: Transactions > Transactions).

2. Enter a bill-to customer in the Bill-to region.

3. Navigate to the globalization flexfield. The Additional Information window appears. For instructions, see *Using Globalization Flexfields* on page 398.

   Note: The interest default parameters for a customer that you defined in the Customer Profile Classes window appear in the globalization flexfield.

4. In the Interest Type field, enter or modify an interest type (*Rate* or *Amount*) for calculating the interest amount.

5. In the Rate/Amount field, enter or modify a rate or amount.

6. In the Interest Period field, enter or modify the number of days in the period for the interest charge.

7. In the Interest Formula field, enter or modify a *Simple* or *Compound* interest formula.

8. In the Grace Days field, enter or modify the number of days that customers can be overdue before interest is charged.

9. In the Penalty Type field, enter or modify a penalty type (*Rate* or *Amount*) if you want to charge a penalty amount to your customers.

(*continued*)

10. In the Rate/Amount field, enter or modify a penalty rate or amount.

11. Press the OK button.

To enter tax information:

1. Navigate to the Transactions window (Brazilian Oracle Receivables: Transactions > Transactions).

2. Enter or query invoices.

3. Press the Line Items button. The Lines window appears.

4. Enter an item, a description, or both in the Item and Description fields.

5. Choose the More alternative region.

6. Navigate to the globalization flexfield. The Additional Information window appears. For instructions, see *Using Globalization Flexfields* on page 398.

7. Enter a transaction nature, such as *commerce* or *resell,* in the Transaction Nature field. You can change the operation fiscal code that displays.

   Note: Do not enter information in the remaining fields.

8. Press the OK button.
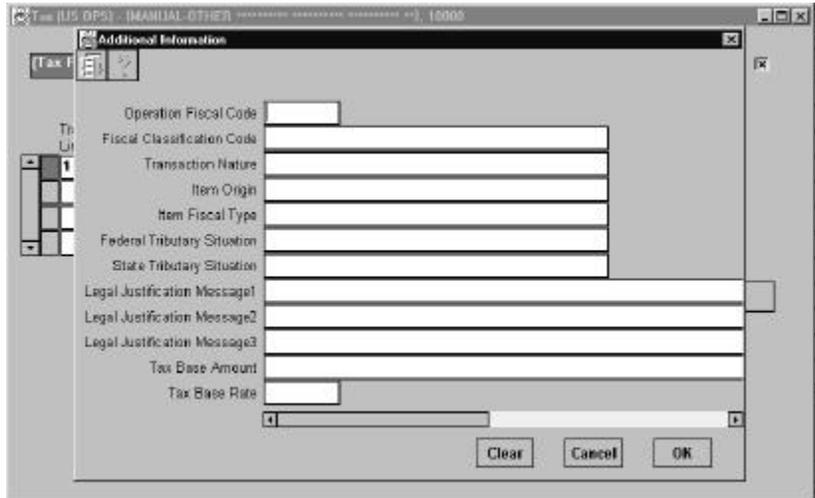
9. Press the Tax button in the Lines window. The Tax window appears.

10. Navigate to the globalization flexfield. The Additional Information window appears.

11. Enter legal justification messages for taxes in the Legal Justification Messages fields.

12. Enter a tax base amount in the Tax Base Amount field.

13. Enter a tax base rate in the Tax Base Rate field.

14. Press the OK button.

To enter billing information:

1. Navigate to the Transactions window (Brazilian Oracle Receivables: Transactions > Transactions).

2. Enter or query invoices.

3. Press the Freight button. The Freight window appears.

4. Enter the freight name in the Carrier field.

5. Enter a freight responsibility (CIF/FOB) in the FOB field.

6. Close the window.
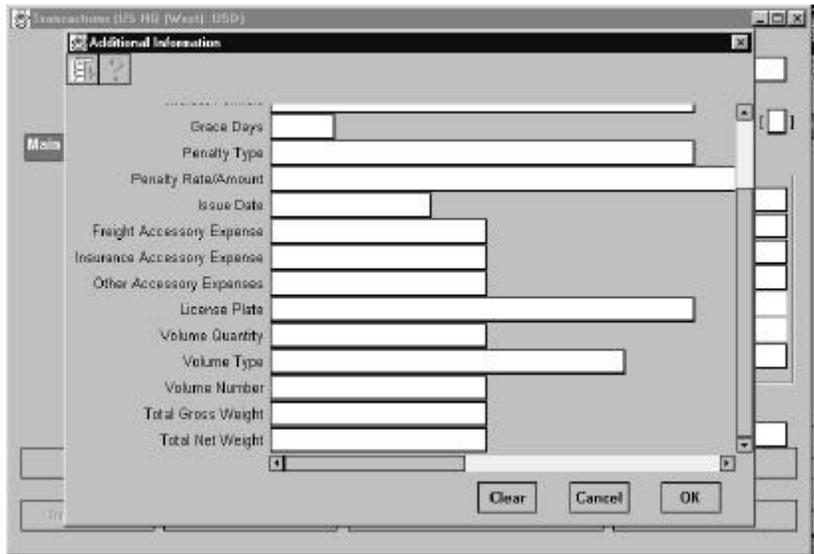
7. In the Transactions window, navigate to the globalization flexfield. The Additional Information window appears. For instructions, see *Using Globalization Flexfields* on page 398.

8. In the Freight Accessory Expenses, Insurance Accessory Expenses, and Other Accessory Expenses fields, enter amounts for freight, insurance, and other expenses.

9. In the License Plate field, enter a license plate number for the freight carrier.

10. In the Volume Quantity, Volume Type, and Volume Number fields, enter volume information for the invoice item.

11. In the Total Gross Weight and Total Net Weight fields, enter weight information for the invoice item.

12. Press the OK button.
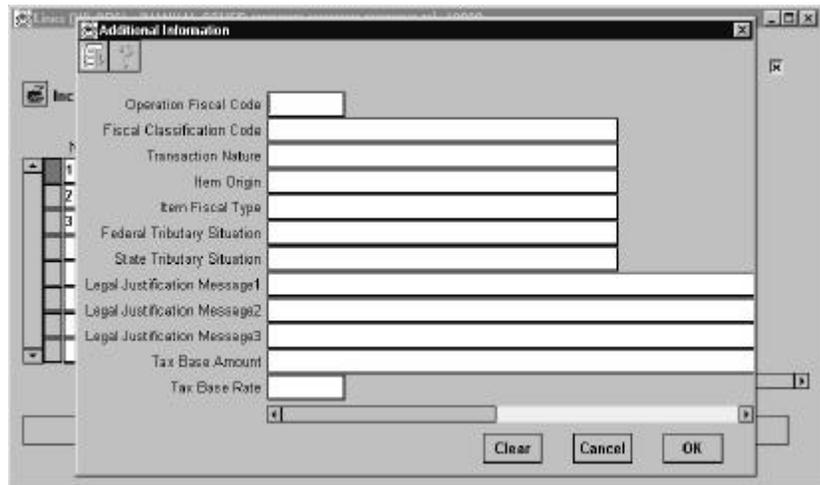
13. Press the Line Items button in the Transactions window. The Lines window appears.

14. Enter an item, description, or a standard memo line.

15. Choose the More alternative region.

16. Navigate to the globalization flexfield. The Additional Information window appears.

   Note: The parameters for a standard memo line that you have defined in the Standard Memo Lines window and the parameters for an item that you have defined in the Master Items window default to the globalization flexfield.

17. In the Item Origin and Item Fiscal Type fields, enter or modify the origin and fiscal type for an item.

18. In the Federal Tributary Situation and State Tributary Situation fields, enter or modify the tributary situations.

19. Enter or modify the operation fiscal code in the Operation Fiscal Code field.

20. Press the OK button.

21. Save your work.

22. Check the Complete check box in the header of the Transactions window after you enter an invoice. After you check the Complete check box, the following occur:

- A new number overrides your temporary invoice number that you entered in the Transactions window. This number is the next number in the subseries sequence that is assigned to the invoice's batch source.

- The invoice automatically prints if the value in the Print Immediately field in the System Options window is *Yes*.
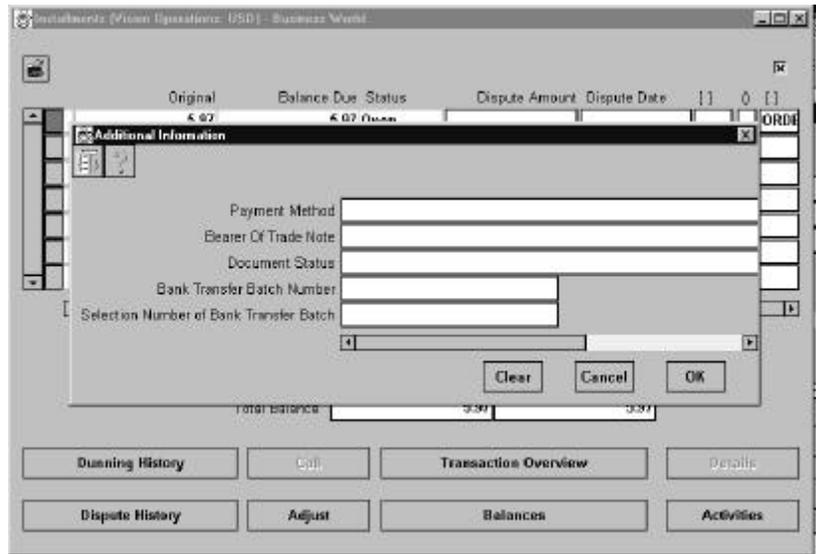
To enter bank transfer information:

1. Navigate to the Transactions Summary window (Brazilian Oracle Receivables: Transactions > Transactions Summary).

2. Query or enter invoices.

3. Press the Installments button. The Installments window appears. Installments are created only for completed invoices.

4. Navigate to the globalization flexfield. The Additional Information window appears. For instructions, see *Using Globalization Flexfields* on page 398.

   You can optionally change the default value in the Payment Method field. The payment method defaults from the payment method for the transaction. The bearer of the trade note defaults to *Manual Receipt* the first time that you enter an invoice. After you have entered the invoice and saved it, you can change the bearer of the trade note to *Registry* or *Legal Department*. The value, *Manual Receipt*, is automatically changed to *Bank* when you send a collection document to the bank.

   The following fields are display only. You cannot change them.

   • Document Status

   • Bank Transfer Batch Number

   • Selection Number of Bank Transfer Batch

5. Press the OK button.

Correcting Invoices

Use the Complementary Invoices window to correct some fields in an existing invoice for billing purposes. You enter the correct information in a new invoice.

To correct invoices:

1. Navigate to the Complementary Invoices window (Brazilian Oracle Receivables: Transactions > Complementary Invoices).

2. Enter the number, date, or due date of an existing invoice in the header region to query an invoice.

3. Choose the Complementary Invoice and More alternative regions to correct any fields that are in the header region of an invoice.

4. Choose the Line alternative region to correct any fields that are in the lines region of an invoice. You must enter a line number in the Line Number field.

5. Save your work. The invoice automatically prints if the value in the Print Immediately field in the System Options window is *Yes*.

   Note: The transaction number for the complementary invoice is defined only when the invoice prints.

Cancelling Invoices

Use the Credit Memo window to cancel an existing invoice. You create credit memos in the Credit Memo window to credit invoices, debit memos, and chargebacks.

Prerequisites

Before you can use the Credit Memo window, you must do the following:

- Define a transaction type for your credit memo in the Transaction Types window. Choose *Void* in the Transaction Status field in the Transaction Types window.

- Set the profile option *AR: Use Invoice Accounting for Credit Memos* to reverse the accounting entries when a credit memo is credited for an invoice.

Oracle Receivables

To cancel invoices:

1. Navigate to the Credit Memo window (Brazilian Oracle Receivables: Transactions > Credit Transactions).

2. Enter the number for the invoice you want to cancel in the Number field in the Credited Transaction region.

3. Enter credit information in the Credit Memo region. You must enter the previously defined transaction type for your credit memo in the Type field.

See also

Accounting for Transactions, *Oracle Receivables User's Guide*

Entering Bank Collection Information

This section describes how to automatically and manually create and format remittance batches with trade notes and occurrences, how to enter bank occurrences, as well as how to enter, import, and correct bank return information into Receivables. You can post bank returns in Receivables and transfer journal entries to General Ledger.

Creating Bank Transfer Remittance Batches

Use the Bank Transfer Remittance Batches window to automatically create remittance batches with trade notes for bank collection. You can also manually create remittance batches with trade notes for bank collection or factoring. You can modify both types of batches after you save them.

Prerequisites

Before you can use the Bank Transfer Remittance Batches window, you must do the following:

- Define bank instruction codes in the Bank Instruction Codes window

- Define bank occurrence codes for remittance occurrences in the Bank Occurrence Codes window

- Define transaction types in the Transaction Types window

- Define additional accounts and other default information to generate the remittance batches for payment methods in the Global Receipt Method Accounts window

- Enter transactions

To automatically create bank transfer remittance batches:

1. Navigate to the Bank Transfer Remittance Batches window (Brazilian Oracle Receivables: Bank Collections > Remittance Batches > Bank Transfer Batches).

2. Enter a batch name in the Name field. A remittance batch number automatically appears in the Number field after you complete all steps and save.

3. Change the date in the Date field if you want to assign a different date to the remittance batch. See the Status Field Table on page 299 for possible statuses in the Status field.

4. Choose *Automatic* in the Type field.

5. Enter a payment method from the Global Receipt Method Accounts window in the Payment Method field.

6. Enter the attributes for the trade notes that you want to include in the remittance batch, or leave the fields blank for all. You enter ranges in the Due Date, Transaction Date, Transaction Number, and Customer Number fields. Enter a transaction type in the Transaction Type field.

7. Check the Break by Due Date check box if you want trade notes with the same due date in a remittance batch.

8. Press the Bank Distributions button. The Bank Account Distributions window appears.

9. Enter account information in the Bank Number, Bank Name, Branch Number, Branch Name, and Account Number fields. You can change the General Ledger date (accounting date) and portfolio code that automatically displays.

   Note: You must enter a branch number to enter an account number.

10. Choose the Distribution Rules alternative region.

11. Enter a percentage of the total dollar amount of the trade notes that you want in the batches for a bank account in the Percent (%) field, or enter a range of trade note amounts, remittance batch amounts, or both, in the Minimum and Maximum fields.

12. Choose the More alternative region to enter a bank charge amount, bank instructions, and a remittance batch source for a bank account.

13. Save your work.

14. Select a bank account.

(*continued*)

15. Press the Remittance Batches button to view all remittance batches and trade notes in each batch. They appear in the Bank Remittance Batches window after the Create Collection Remittance Batch program is done.

16. Choose the Trade Note, Payment Method, and More alternative regions to view information about the trade notes. See the Status Field Table on page 299 for possible statuses in the Status field in the header as well as in the Collection Document region.

Use the Format Remittance Batches window described on page 305 to format and send the remittance batches to the bank.

Oracle Receivables

Status Field Table

In this window…	This status…	Has this meaning…
Bank Transfer Remittance Batches	Selected	The selection is created
	Formatted	One or more remittance batches in the selection are formatted
	Canceled	All remittance batches in the selection are canceled
	Confirmed	The bank confirmed one or more trade notes in the selection
Bank Remittance Batches (Header)	Selected	Trade notes are selected to create this remittance batch
	Formatted	The remittance batch is formatted
	Canceled	The remittance batch is canceled
	Confirmed	The bank confirmed one or more documents in the remittance batch
	Write-off	The bank wrote-off all documents that are not refused in this remittance batch
	Refused	The bank refused all documents in the batch
	Partially Received	One or more documents in the remittance batch are partially paid
	Totally Received	All documents in the remittance batch that are not refused, not canceled, and not written-off are fully paid

In this window...	This status...	Has this meaning...
Bank Remittance Batches (Trade Notes region)	Selected	The trade note is selected for a remittance batch
	Formatted	The trade note is formatted
	Canceled	The trade note is canceled
	Confirmed	The bank confirmed the document
	Refused	The bank refused the document
	Written-off	The bank wrote off the document
	Protested	The document is protested
	Partially Received	The document is partially paid
	Totally Received	The document is fully paid

Oracle Receivables

To manually create bank transfer remittance batches:

1. Navigate to the Bank Transfer Remittance Batches window (Brazilian Oracle Receivables: Bank Collections > Remittance Batches > Bank Transfer Batches).

2. Enter a batch name in the Name field. A remittance batch number automatically appears in the Number field after you complete all the steps and save.

3. Change the date in the Date field if you want to assign a different date to the remittance batch. See the Status Field Table on page 299 for possible statuses in the Status field.

4. Choose *Manual* in the Type field.

5. Enter either *Collection* or *Factoring* in the Remittance Batch Type field to create collection or factoring batches.

6. Enter the attributes for the trade notes that you want to include in the remittance batch, or leave them blank for all. You enter ranges in the Due Date, Transaction Date, Transaction Number, Customer Number, and Transaction Amount fields. Enter a transaction type in the Transaction Type fields.
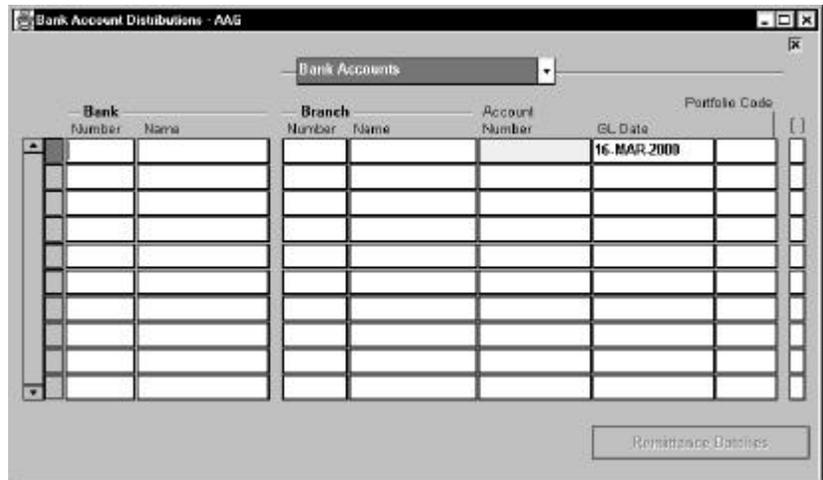
7. Press the Bank Distributions button. The Bank Account Distributions window appears.

8. Enter the the account information in the Bank Number, Bank Name, Branch Number, Branch Name, and Account Number fields. You can change the General Ledger date (accounting date) that automatically displays.

(*continued*)

Note: You must enter a branch number to enter an account number.

9. Select a bank account.

10. Press the Remittance Batches button. The Bank Remittance Batches window appears.

11. Enter a trade note number in the Trade Note Number field. The amount, due date, transaction number, and status display.

12. Choose the Payment Method alternative region.

13. Enter a payment method in the Payment Method field. The batch source displays. You can change the portfolio code that displays for a collection remittance batch. You can enter a portfolio code for a factoring remittance batch.

14. Choose the More alternative region if you are creating a collection remittance batch. You can change any bank instructions that display.

15. You can optionally enter a bank charge amount in the Bank Charge Amount field.

16. Choose the Factoring alternative region if you are creating a factoring remittance batch. Enter a factoring rate, period of days for the rate, and a factoring date.

17. Save your work.

Use the Format Remittance Batches window described on page 305 to format and send remittance batches to the banks.

Oracle Receivables

To modify remittance batches:

1. Navigate to the Bank Transfer Remittance Batches window (Brazilian Oracle Receivables: Bank Collections > Remittance Batches > Bank Transfer Batches). You cannot make any changes in this window.
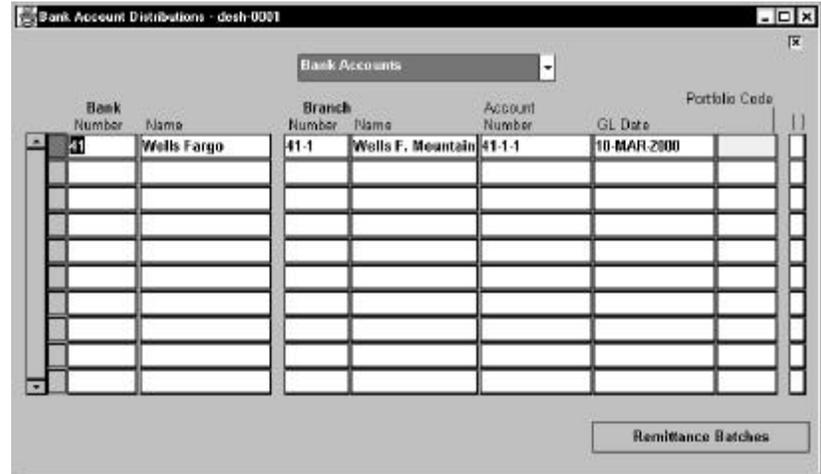
2. Press the Bank Distributions button. The Bank Account Distributions window appears. You can change only the General Ledger date (the accounting date) if the selection type is *Automatic* and the status in the Bank Transfer Remittance Batches window is *Selected.* You can change the General Ledger date and add bank accounts to create more remittance batches if the selection type is *Manual* and the status in the Bank Transfer Remittance Batches window is *Selected.*

3. Select a bank account.

Bank Remittance Batches - Wells Fargo, Wells F. Mountain View, 41-1-1

Remittance Batch ID	360
Sequence Number	1
Total Count	1
Remittance Program	(Collection Report ***

Status	Totally Received
Type	Collection
Total Amount	3,000.00
Remittance Media	Report

Trade Notes

Selected

Trade Notes

	Trade Note Number	Amount	Due Date	Transaction Number	Status	11
	10440 ***	3,000.00	10-MAR-2000	10440	Totally Received	

4. Press the Remittance Batches button to modify remittance batches. The Bank Remittance Batches window appears.

5. Uncheck the Selected check box next to a trade note to remove it from the batch.

6. Enter a trade note number and its attributes in the alternative regions to add a trade note to the batch. The batch must be unformatted (status in header region is *Selected*).

7. You can change the following for any unformatted trade notes in a remittance batch:

- The portfolio code, bank charge amount, and bank instructions for a trade note in a collection remittance batch

- The portfolio code, factoring rate, factoring date, and period of days for a trade note in a factoring remittance batch

- The payment method for a trade note in a manually created remittance batch, if the selection type in the Bank Transfer Remittance Batches window is *Manual*

Oracle Receivables

Formatting Remittance Batches

Use the Format Remittance Batches window to format bank transfer or occurrence remittance batches to send to the bank. Trade notes that were selected for the remittance batch in the Bank Transfer Remittance Batches window are considered collection documents after they are formatted. You query the remittance batches in the Find Remittance Batches window. You can also cancel or unformat bank transfer remittance batches.

Prerequisites

Before you can use the Format Remittance Batches window, you must do the following:

- Create bank transfer remittance batches in the Bank Transfer Remittance Batches window if you are formatting Bank Transfer remittance batches

- Create occurrence remittance batches in the Occurrences Remittance Batches window if you are formatting occurrence remittance batches
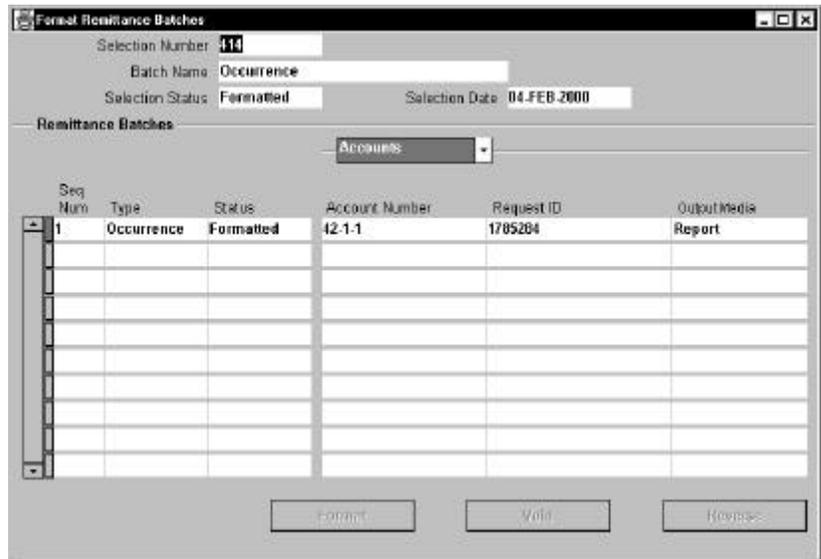
To format a remittance batch:

1. Navigate to the Format Remittance Batches window (Brazilian Oracle Receivables: Bank Collections > Format Batches). The Find Remittance Batches window appears.

2. Select a batch name and press the OK button. The Format Remittance Batches window appears with the remittance batches. The sequence number of the batch displays in the Sequence Number field. The type of documents in the batch, either collection, factoring, or occurrence, displays in the Type field. The status of the batch, either *Selected* or *Formatted*, displays in the status field. See the Status Field Table on page 299 for possible statuses in the Status field.

3. Choose the Accounts alternative region to see the account number, request ID, and remittance media (file or report) for each batch. Choose the Banks alternative region to see the bank number, bank name, branch number, or branch name. Choose the More alternative region to see the formatting date, total number of trade notes in each batch, and total amount of the trade notes.

4. Select any batch and press the Format button. The batch is formatted in either a file or a report. The batch status is *Formatted* after you format a batch with *Selected* status. You can reformat a batch with *Formatted* status.

   Note: The Format button is disabled if there is no trade note in a remittance batch.

Oracle Receivables

5. Select any bank transfer remittance batch, of type collection or factoring, and press the Void button to cancel it. The canceled batch is removed from the window. You can add the trade notes that were in the batch to a new batch or to an unformatted batch in the Bank Transfer Remittance Batches window.

   Note: All occurrences for a canceled bank transfer batch with *Formatted* status are also canceled.

6. Select any formatted bank transfer remittance batch and press the Reverse button to unformat it. The status changes to *Selected*. The occurrences for the reversed batch are canceled.

Entering Bank Occurrences

Use the Trade Notes window to select trade notes and associated collection documents that you want to create occurrences for. You enter occurrences for collection documents. You query the trade notes in the Find Trade Notes window.

Prerequisites

Before you can use the Trade Notes window, you must format bank collection remittance batches of type *Collection* in the Format Remittance Batches window.
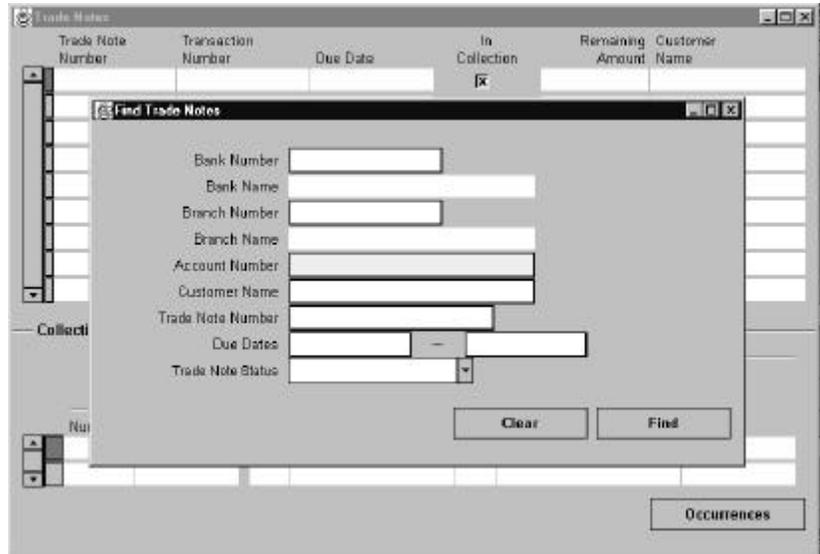
To enter bank occurrences:

1. Navigate to the Trade Notes window (Brazilian Oracle Receivables: Bank Collections > Occurrences). The Find Trade Notes window appears.

2. Enter search criteria in any of the fields, or leave them blank for all trade notes.

   Note: You must enter a branch number to enter an account number.

Oracle Receivables
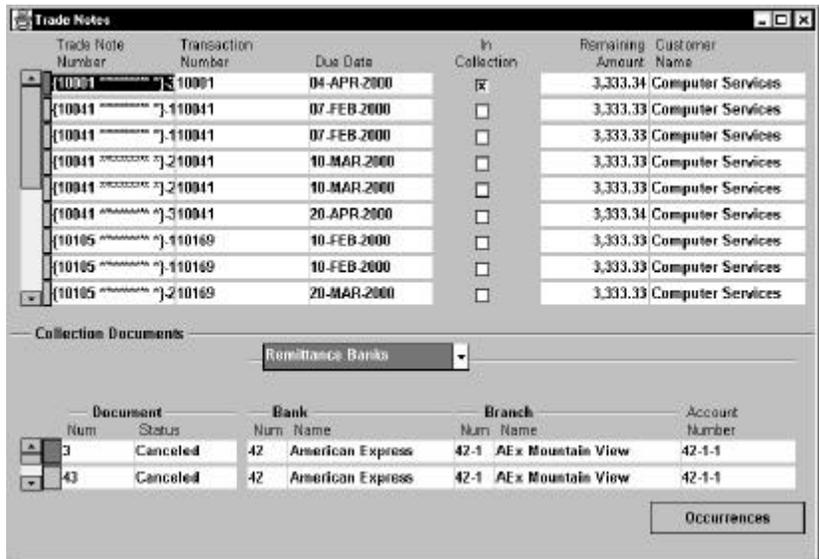
3. Press the Find button. The Trade Notes window appears with the trade notes and their attributes, such as the trade note number, transaction number, due date, and whether the trade note is in the collection process.

4. Select a trade note. The collection document's attributes for the selected trade note display in the bottom of the window in the alternative regions.
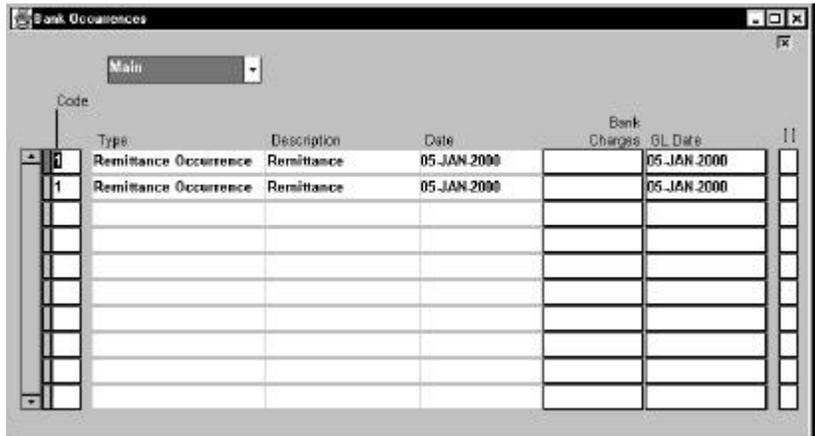
5. Press the Occurrences button. The Bank Occurrences window appears. All occurrences for the selected collection document are displayed.

(*continued*)

6. Enter a predefined occurrence code in the Code field. *Remittance* displays in the Type field. A description of the occurrence displays in the Description field.

   Note: You can only enter an occurrence code for a formatted or protested collection document. The status for the selected collection document displays in the Collection Documents region in the Trade Notes window.

7. Enter the bank's charge in the Bank Charges field if the occurrence type is a write-off requisition.

8. Enter a General Ledger date in the GL Date field if the occurrence type is a write-off requisition. The General Ledger date is the date when the write-off requisition is accounted.

9. Choose the Main alternative region to see additional information about the occurrence, such as the type, description, and date the occurrence was created.

10. Choose the More alternative region to see additional information about the occurrence, such as the due date, remittance date, document amount, abatement amount, interest percent, and occurrence status.

11. Save your work.

Creating Occurrence Remittance Batches

Use the Occurrences Remittance Batches window to create remittance batches for occurrences.

Prerequisites

Before you can use the Occurrences Remittance Batches window, you must enter bank occurrences for collection documents in the Bank Occurrences window.
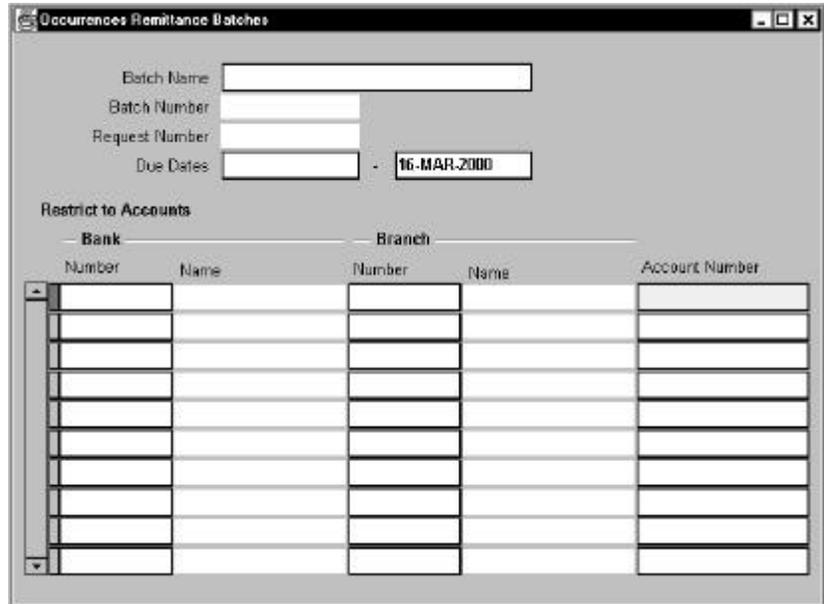
To create an occurrence remittance batch:

1. Navigate to the Occurrences Remittance Batches window (Brazilian Oracle Receivables: Bank Collections > Remittance Batches > Occurrence Batches).

2. Enter a batch name in the Batch Name field. A batch number and request number display in the Batch Number and Request Number fields after you complete all the steps and save.

3. Enter a due date range for the collection documents with occurrences in the Due Dates fields, or leave the fields blank for all collection documents with occurrences.

4. You can optionally enter the number of the bank and branch you are creating the remittance batch for in the Bank Number and Branch Number field. The name of the bank and branch automatically appears in this field.

5. Enter an account number in the Account Number field if you want to create a batch for a specific account. If you leave this field blank, a batch is created for each account of the bank branch that you entered.

   Note: You must enter a bank and branch number to enter an account number.

6. Save your work. The media for the occurrence remittance batch is in report format for the following instances:

   - The occurrence codes are defined in the Bank Occurrence Codes window with the *Report* media type

   - The occurrence codes are defined in the Bank Occurrence Codes window with the *File* media type and are related to bank transfer remittance batches that are sent as reports to the bank

   - The occurrence codes are defined in the Bank Occurrence Codes window with the *File* media type, but the remittance date is in the limit that is defined for these occurrence codes

Use the Format Remittance Batches window described on page 305 to send the batch to the bank.

Entering Bank Return Occurrences

Use the Bank Returns window to enter bank return occurrences from a bank return report. You can also update bank return occurrences from a bank return file that has entries that were successfully validated by the import bank return validation process.

Prerequisites

Before you can use the Bank Returns window, you must do the following:

- Define bank occurrence codes for return occurrences in the Bank Occurrence Codes window.

- Format remittance batches in the Format Remittance Batches window.

- Run the Import Bank Return concurrent program from the Submit Request Set window if you want to update imported bank return occurrences. See *Importing Bank Return Occurrences* on page 319 for more information about this program.
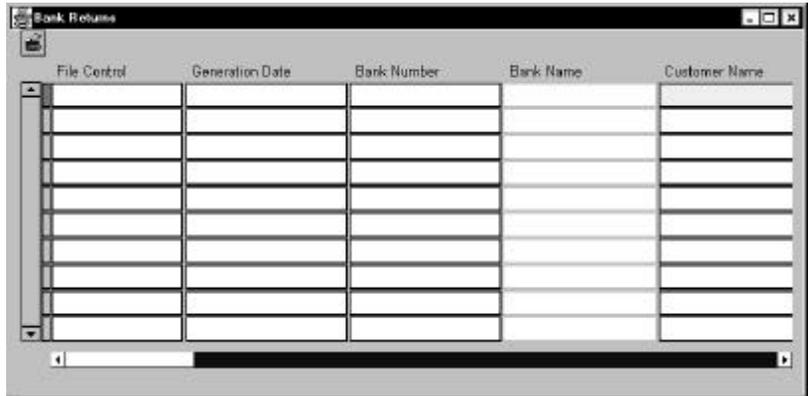
To enter bank return occurrences:

1. Navigate to the Bank Returns window (Brazilian Oracle Receivables: Bank Collections > Returns > Bank Returns).

2. Enter a file control number for the bank return report in the File Control field. This number can be alphanumeric. This number must be the same for all the return occurrences you enter from a bank return report.

3. Enter the date that the bank generated the bank return report/file in the Generation Date field.

4. Enter a bank number and customer name in the Bank Number and Customer Name fields.

5. Enter a trade note number in the Trade Note Number field.

6. Enter occurrence information in the Occurrence Code and Occurrence Date fields.

7. Enter the date that the bank return report or file was entered or imported into Receivables in the Processing Date field.

   Note: The Credit Amount field is display only if you enter a full settlement occurrence.

8. Save your work. The bank return information is saved in Receivables.

Oracle Receivables

To update bank return occurrences:

1. Navigate to the Bank Returns window (Brazilian Oracle Receivables: Bank Collections> Returns > Bank Returns).

2. Query the bank returns.

3. Update the occurrence date in the Occurrence Date field.

4. Update the the bank's trade note ID in the Our Number field.

5. Update the collector bank number and collector branch number in the Collector Bank Number and Collector Branch Number fields.

6. Update bank information in the Bank Use, Note, and Bank Charges fields.

7. Update the amounts in the Interest Amount Received, Abatement Amount, Discount Amount, and Credit Amount fields.

8. Save your work. The bank return occurrences are saved in Receivables.

Correcting Bank Return Occurrences

Use the Correct Bank Returns window to correct imported bank return occurrences that were rejected during the validation process. You can see all rejected bank return occurrences in the Bank Return Import report described on page 379. You first select the bank returns in the Find Bank Returns window.

Prerequisites

Before you can use the Correct Bank Returns window, you must do the following:

- Define bank occurrence codes for return occurrences in the Bank Occurrence Codes window.

- Format remittance batches in the Format Remittance Batches window.

- Run the Import Bank Return concurrent program from the Submit Request Set window. See *Importing Bank Return Occurrences* on page 319 for more information about this program.

To correct bank return occurrences:

1. Navigate to the Correct Bank Returns window (Brazilian Oracle Receivables: Bank Collections > Returns > Correct Bank Returns). The Find Bank Returns window appears.

2. Enter search criteria in any of the fields, or leave them blank for all bank return occurrences. You must enter a bank number to enter a bank occurrence code.

(*continued*)
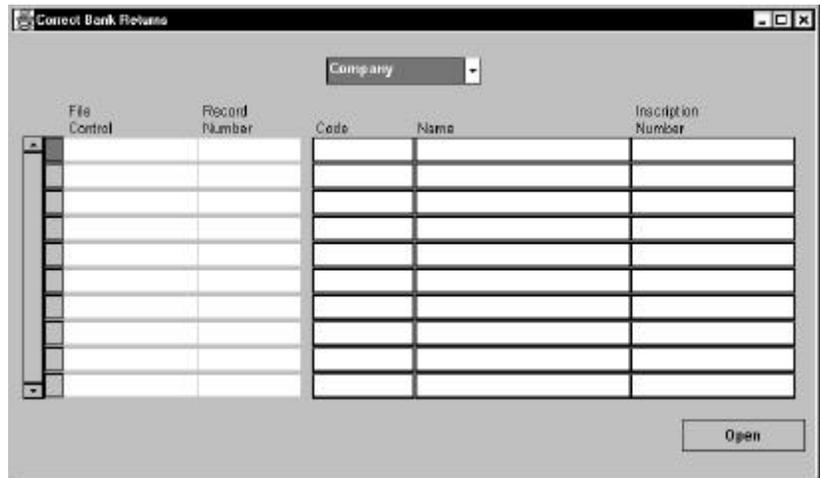
3. Press the Find button. The Correct Bank Returns window appears with the bank return occurrences to correct.

4. Choose the Company alternative region to correct the company code in the Code field.

5. Choose the Banks alternative region to correct the bank occurrence code in the Code field.

6. Choose the Trade Notes alternative region to correct the trade note amount in the Amount field and to enter a document number in the Document Number field.

7. Choose the More alternative region to correct the customer's name in the Customer Name field.

8. You can optionally select a return occurrence instead of choosing the alternative regions, and press the Open button. The same bank return occurrence with all its fields appear in one window.

9. Change the remittance code in the Correct Bank Returns window to a 2 if it is not already set to 2. All bank return occurrences must have a remittance code of 2.

10. Check the Cancel check box if you want to cancel a bank return occurrence. After an occurrence is canceled, it does not appear in this window when you query this window again.

11. Save your work. Bank return occurrences are deleted from this window and appear in the Bank Returns window if they do not have validation errors.

Oracle Receivables

Importing Bank Return Occurrences

Run the Import Bank Return request set to import and validate bank return occurrences. The bank return occurrences that are rejected by this process display in the Correct Bank Returns window and are shown in the Bank Return Import report. For more information about this report, see *Bank Return Import* on page 379. The bank return occurrences that are not rejected appear in the Bank Returns window. You can change occurrence information in both of these windows.

Run this request set from the Submit Requests Set window. For instructions on using this window, see *Running Reports and Listings* on page 399.

Prerequisites

Before you can use this window, you must do the following:

- Populate the Bank Collection Interface table

- Define bank occurrence codes for return occurrences in the Bank Occurrence Codes window

- Format remittance batches in the Format Remittance Batches window

Posting Bank Returns

Use the Post Bank Returns window to submit the Post Bank Return program, the Post Bank Return report, and the Post QuickCash concurrent program for a bank return file or report:

- The Post Bank Return program creates bank return occurrences and adjustments.

- The Post QuickCash program creates and applies receipts to the invoices.

- The Post Bank Return report summarizes the receipts, adjustments, interest, monetary corrections, and discounts for receipts for a bank return file or report. The Post Bank Return report also shows the number of occurrences for each collector bank and for each bank occurrence code.

Prerequisites

Before you can use the Post Bank Returns window, you must do the following:

- Enter or import bank returns in the Bank Returns window

- Correct bank returns that were rejected by the Import Bank Return request set in the Correct Bank Returns window

To post bank returns:

1. Navigate to the Post Bank Returns window (Brazilian Oracle Receivables: Bank Collections > Returns > Post Bank Returns).

2. Enter a file control number in the File Control field. The bank return file or report information displays in the Bank Number, Bank Name, Generation Date, and Processing Date fields.

3. Press the OK button.

See also

Post QuickCash, *Oracle Receivables User's Guide*

Running the GL Interface Program

Use the Run General Ledger Interface window to run the GL Interface program. This program transfers the journal entries that are generated in the Bank Transfer process to General Ledger. The journal entries are for receipts as well as accountable remittance and return occurrences.

The GL Interface program transfers all Receivables transactions to your General Ledger accounts and creates journal batches.
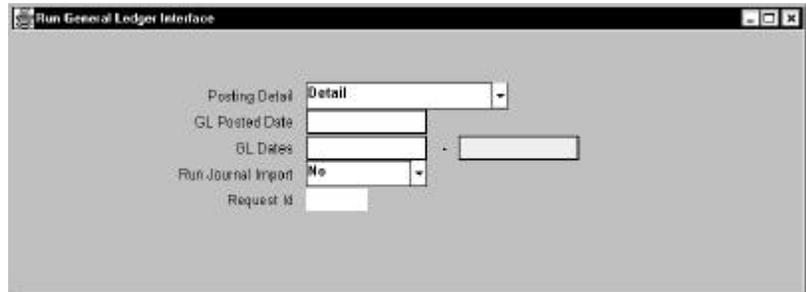
To run the GL Interface program:

1. Navigate to the Run General Ledger Interface window (Brazilian Oracle Receivables: Interfaces > General Ledger).

2. Choose a posting detail (Detail or Summary).

3. Enter a General Ledger posted date in the GL Posted Date field.

4. Enter a range of General Ledger dates in the GL Dates fields.

5. Choose *Yes* to import your transactions into General Ledger or *No* to import them into the journal import interface.

6. Save your work. The request ID number for your concurrent process displays in the Request ID field.

See also
Running GL Interface, *Oracle Receivables User's Guide*

Managing Receipts

This section explains how to manage receipts for Brazilian Oracle Receivables. In Brazil, interest is calculated on receipts for overdue invoices. If the receipt amount is a partial amount, interest is calculated on either the amount received or the total invoice amount.

Oracle Receivables automatically calculates interest based on the business day calendar. You can apply total or partial receipt amounts and generate interest debit memos on interest due.

For information about setting up the business day calendar, see *Defining a Business Day Calendar* on page 37.

Entering Receipts

Use the globalization flexfield in the Receipts window to calculate interest on receipts for overdue invoices. You can receive interest, create an Interest Debit Memo for interest due, or write off the due amount.

You can manually apply interest to one or more transactions, or you can automatically apply interest to several transactions.

Prerequisites

Before you can use the Receipts window, you must do the following:

- Define system options for calculating interest
- Define customer profile classes for calculating interest
- Enter interest parameters in the Transactions window for your invoices
- Define profile options
- Define banks
- Define Global Receipt Method accounts

To manually calculate interest for a receipt:

1. Navigate to the Receipts window (Brazilian Oracle Receivables: Receipts > Receipts).

2. Query or enter the receipt to apply.

3. Enter the name or number of the customer who owns this receipt in the Customer Name or Number field if the receipt is unidentified.

4. Press the Applications button.

5. Enter the transaction to apply this receipt to in the Transaction Number field. The Amount Applied field displays the balance due for the transaction.

(*continued*)

6. Navigate to the globalization flexfield. For instructions, see *Using Globalization Flexfields* on page 398.

7. The Main Amount Received field displays the amount displayed in the Amount Applied field. Change this amount to a partial amount if you want to calculate interest on a partial amount only.

8. Enter *Total* in the Base Interest Calculation field if you want to calculate interest based on the total invoice amount. Enter *Partial* if you want to calculate interest based on the amount entered in the Main Amount Received field, if this amount is less than the total invoice amount.

    If you enter *Partial*, press the OK button to generate the interest calculation. The flexfield reopens automatically.

9. The Calculated Interest field displays the total interest due for the invoice. The Received Interest field displays the amount of interest received for this transaction. You can change the amount of interest received for this transaction.

10. If the received interest amount is less than the calculated interest amount, use the Interest Difference Action field to decide whether to write off the difference or generate an Interest Debit Memo.

11. If you enter *Write-off*, enter an explanation in the Write Off Reason field. If you enter *Generate_IDM*, Oracle Receivables automatically generates an Interest Debit Memo for the interest due.

12. Press the OK button.

13. If you press the Adjustments button, Oracle Receivables shows the adjustment with the calculated and received interest. The adjustment reflects if the customer paid more than the interest that is due.

14. Save your work.

To automatically calculate interest for several receipts:

1. Navigate to the Receipts window (Brazilian Oracle Receivables: Receipts > Receipts).

2. Query or enter the receipt to apply.

3. Enter the name or number of the customer who owns this receipt in the Customer Name or Number field if the receipt is unidentified.

4. Press the Mass Apply button.

5. Enter the transactions that you want to apply this receipt to and prepare them according to the criteria that you want.

6. Press the Preview or Apply button. Oracle Receivables calculates the total interest that is due and the interest that has been received for each transaction.

   If you press the Preview button, use the flexfield to view and modify the interest calculation for each transaction. Check the Apply check box to select the transaction for the application.

   If you press the Apply button, you can either accept how Receivables has calculated interest for each transaction or use the flexfield to view and modify the interest calculation.

<div align="right">(<i>continued</i>)</div>

7. Navigate to the globalization flexfield for each transaction. For instructions, see *Using Globalization Flexfields* on page 398.

8. Enter the amount in the Received Interest field if you want to change the interest amount received.

9. If the received interest amount is less than the calculated interest amount, use the Interest Difference Action field to decide whether to write off the difference or generate an Interest Debit Memo.

10. Enter an explanation in the Write Off Reason field if you enter *Write-off*. If you enter *Generate_IDM*, Receivables generates an Interest Debit Memo for the interest due.

11. Press the OK button.

12. Repeat steps 7 to 11 for each transaction.

13. Save your work.

Entering QuickCash Receipts

Use the globalization flexfield in the Receipt Batches window to view and modify the received interest amount for QuickCash transactions for overdue invoices. Receivables only applies interest to QuickCash transactions when the application type is *Multiple*.

For QuickCash receipts, if the received interest amount is less than the calculated interest amount, Receivables calculates whether to write off the outstanding interest or generate an Interest Debit Memo. This calculation is based on the parameters that you enter in the Global Receipt Method Accounts window.

Prerequisites

Before you can use the Receipt Batches window, you must do the following:

- Define system options for calculating interest
- Define customer profile classes for calculating interest
- Enter interest parameters in the Transactions window for your invoices
- Define profile options
- Define banks
- Define Global Receipt Method accounts

To calculate interest on QuickCash receipts:

1. Navigate to the Receipt Batches window (Brazilian Oracle Receivables: Receipts > Batches).

2. Query a QuickCash batch, or enter *Manual-Quick* in the Batch Type field and enter a batch name.

3. Press the Receipts button.

4. Query or enter the Quick receipts to apply, and choose an application type of *Multiple*.

5. Press the Multiple button.

Oracle Receivables
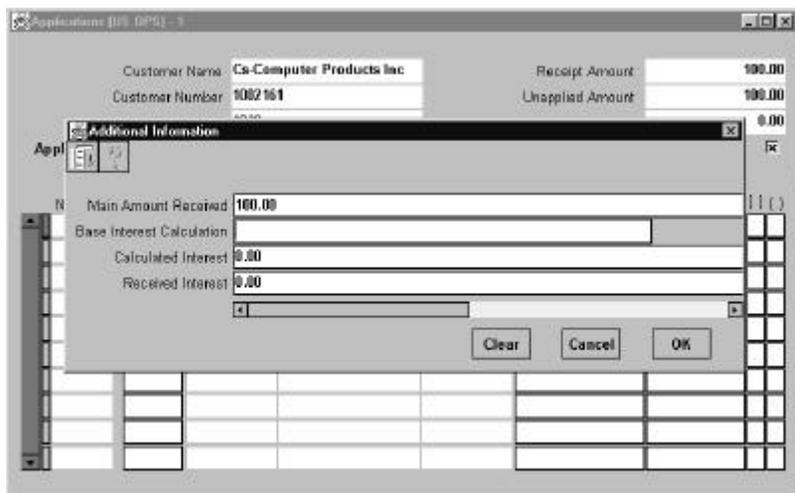
6. For each transaction, navigate to the globalization flexfield. For instructions, see *Using Globalization Flexfields* on page 398.

7. The Main Amount Received field displays the amount displayed in the Amount Applied field. Change this amount to a partial amount if you want to calculate interest for a partial amount.

8. Enter *Total* in the Base Interest Calculation field if you want to calculate interest based on the total invoice amount. Enter *Partial* if you want to calculate interest based on the amount entered in the Main Amount Received field if it is less than the total invoice amount.

   If you enter Partial, press the OK button to generate the interest calculation. The flexfield reopens automatically.

9. The Calculated Interest field displays the total interest due for the invoice. The Received Interest field displays the amount of interest received for this transaction. You can change the amount of interest received for this transaction.

   If the received interest amount is less than the calculated interest amount, Receivables automatically generates an Interest Debit Memo or writes off the outstanding interest.

10. Press the OK button.

11. Repeat steps 6 to 10 for each transaction.

12. Save your work.

13. When you are ready to post the batch to Oracle Receivables, press the Post QuickCash button.

Reports

This section provides overviews and detailed descriptions of the following reports:

- Customer Auxiliary Ledger report

- Customer Auxiliary Daily report

- Opening/Closing Pages report

- Shipping Invoice report

- Complementary Invoice report

- Customer Account Detail report

- Collection Remittance Batch report

- Occurrences Remittance Batch report

- Factoring Remittance Batch report

- Bank Return Import report

- Post Bank Return report

- Bank Collection GL Interface report

Customer Auxiliary Ledger Report

```
Oracle Corporation                          Customer Auxiliary Ledger From 01-OCT-1997 to 31-OCT-1997           Year:1997       Page :    2
                                                             Issue Date: 15-10-97

  ---------- Customer ----------
  Number    Name              Acc Date   Batch           Document    Date     Curr            Debit             Credit            Balance
  ---------- ----------------  --------   ---------------  ----------  -------  ----    ----------------   ----------------   ----------------
  Account: 01.000.000.0000.000.0000   Unspecified                                      Account Beginning Balance:                      0.00

  1010      Computer Services                                                          Period Beginning Balance:                       0.00
                              02-10-97   0               344         02-10-97  USD             0.00              12.00              12.00
                              02-10-97   0               348         02-10-97  USD             0.00           3,500.00           3,512.00
                              02-10-97   0               350         02-10-97  USD             0.00          14,676.00          18,188.00
  1012      IBS Services                                                               Period Beginning Balance:                       0.00
                              05-10-97   0               Trans-2     02-10-97  USD            17.23              16.57             (0.66)
  1002288   General Motors                                                             Period Beginning Balance:                       0.00
                              02-10-97   0               346         02-10-97  USD             0.00          12,000.00          12,000.00

                                                           Account Period Ending Balance:   01.000.000.0000.000.0000                30,187.34


                                                           Total to Transport                   0.00              0.66               0.66
```

Use the Customer Auxiliary Ledger report to review the initial and ending balances within a specified period. The report gives a summary of daily transactions per account, and shows debits and credits at customer level. The Customer Auxiliary Ledger report also provides opening and closing pages that contain company name, CGC, CRC, company address, responsible names, emission date and place, and the number of printed pages.

Run the Customer Auxiliary Ledger report from the Submit Requests window. For instructions on using this window, see *Running Reports and Listings* on page 399.

The Period Balance Calculation single request rebuilds balances for any inconsistent period. Run the Period Balance Calculation single request from the Submit Requests window if:

- Your balances in the report are incorrect

- You see the message, *period balance must be recalculated*, in the report log

Note: If you are installing Receivables for the first time, you must populate the balance tables and journal tables with data from your old system. The previous period balances and details provide accurate year-to-date information in the subledger reports. See your technical reference manual for more information about these tables. Contact Oracle Consulting Services for more information about installation.

Report Parameters

Enter the following parameters to specify the desired reporting options:

Application ID

The application ID indicates whether the report was requested from Oracle Payables or Oracle Receivables. If the report was requested from Oracle Payables, the Supplier Ledger Book is printed. If the report was requested from Oracle Receivables, the Customer Ledger Book is printed.

Company Name

Enter the company code. You can select only one company at a time.

Start Date

Enter the start date for the report in DD-MON-YY format.

End Date

Enter the end date for the report in DD-MON-YY format.

Start Customer

Enter the first customer name in a range of customers. If this field is left blank, the report starts from the first customer with debit/credit transactions.

End Customer

Enter the last customer name in a range of customers. If this field is left blank, the report ends with the last customer with debit/credit transactions.

Period

This information is automatically provided by Oracle Receivables according to the start and end dates. The period must have been previously recorded in General Ledger.

Oracle Receivables

Report Headings

In this heading…	Oracle Receivables prints…
Organization Name	The company name
Date	Date and time the report is run
Customer Auxiliary Ledger	The name of the report
Issue Date <current date>	The date the report is issued
Page	The page number

Column Headings

In this column…	Oracle Receivables prints…
Customer Number	The customer number for each customer selected for the report
Customer Name	The name of each customer
Accounting Date	The date the transaction was posted to General Ledger
Batch Name	The batch name
Document Number	The invoice number
Date	The invoice issue date
Currency	The currency that the invoice amount was first entered in
Debit	The debit amount in the functional currency
Credit	The credit amount in the functional currency
Balance	The difference between debit and credit under the balance column

Total Headings

In this heading…	Oracle Receivables prints…
Account	The code combination ID
Description	The code combination ID description
Account Balance	The total account balance for the period selected for the report
Customer Balance	The total customer balance for the period selected for the report
Total to Transport	The customer credit/debit totals from one page to another
Transported Total	The customer credit/debit totals transported from previous page

Oracle Receivables

Customer Auxiliary Daily Report

```
Oracle Corporation                              Customer Auxiliary Daily N.: 1                            Date : 15-10-97
                                                Period  01-OCT-1997  to 31-OCT-1997                       Page :       2

                                      Acc.
          Customer                    Date  Document  Date  Curr Batch            History                   Debit              Credit
--------------------------------------  -----  ---------- -----  ---- ---------------  ----------------------  ----------------  ----------------

  Account:  01.000.000.0000.000.0000          Unspecified

          Computer Services            02-10  344        02-10  USD  0                Entrada de Dcto            0.00              12.00
          Computer Services            02-10  348        02-10  USD  0                Entrada de Dcto            0.00           3,500.00
          Computer Services            02-10  350        02-10  USD  0                Entrada de Dcto            0.00          14,676.00
          General Motors               02-10  346        02-10  USD  0                Entrada de Dcto            0.00          12,000.00

                                                                                      Day Total                 0.00          30,188.00

          IBS Services                 05-10  Trans-2    02-10  USD  0                Entrada de Dcto            0.00              16.57
          IBS Services                 05-10  Trans-2    02-10  USD  0                Entrada de Dcto           17.23               0.00

                                                                                      Day Total                17.23          30,204.57

  Account:  01.000.000.1210.000.0000          Accounts Receivable,

          Computer Services            02-10  344        02-10  USD  0                Entrada de Dcto           12.99               0.00
          Computer Services            02-10  348        02-10  USD  0                Entrada de Dcto        3,788.75               0.00
          Computer Services            02-10  350        02-10  USD  0                Entrada de Dcto       15,886.77               0.00
          General Motors               02-10  346        02-10  USD  0                Entrada de Dcto       13,200.00               0.00

                                                                                      Day Total            32,888.51               0.00

  Account:  01.000.000.1320.000.0000          Standard VAT - AR

          General Motors               02-10  346        02-10  USD  0                Entrada de Dcto            0.00           1,200.00

                                                                                      Day Total                 0.00           1,200.00

  Account:  01.000.000.2550.000.0000          Unearned Revenue

          Air France                   25-10  alan2      25-09  USD  0                Entrada de Dcto            0.00             333.33

                                                                                      Day Total                 0.00             333.33

                                                                                      Total to Transport
```

Use the Customer Auxiliary Daily report to review the daily debits
and credits transactions within a specified period. The report gives a
summary of daily transactions by account and shows debits and
credits at customer level in chronological order. The Auxiliary Daily
Book report also provides opening and closing pages that contain the
company name, CGC, CRC, company address, responsible names,
emission date and place, and the number of printed pages.

Run the Customer Auxiliary Daily report from the Submit
Requests window. For instructions on using this window, see
Running Reports and Listings on page 399.

The Period Balance Calculation single request rebuilds balances for
any inconsistent period. Run the Period Balance Calculation single
request from the Submit Requests window if:

• Your balances in the report are incorrect

• You see the message, *period balance must be recalculated*, in the report log

Note: If you are installing Receivables for the first time, you must
populate the balance tables and journal tables with data from your old
system. The previous period balances and details provide accurate
year-to-date information in the subledger reports. See your technical
reference manual for more information about these tables. Contact
Oracle Consulting Services for more information about installation.

Report Parameters

Enter the following parameters to specify the desired reporting options:

Application ID

Indicates whether the report was requested from Oracle Payables or Oracle Receivables. If the report was requested from Oracle Payables, the Supplier Daily Book is printed. If the report was requested from Oracle Receivables, the Customer Daily Book is printed.

Company Name

Enter the company code. You can select only one company at a time.

Start Date

Enter the start date for the report in DD-MON-YY format.

End Date

Enter the end date for the report in DD-MON-YY format.

Period

This information is automatically provided by Oracle Receivables according to the start and end dates. The period must have been previously recorded in General Ledger.

Report Headings

In this heading…	Oracle Receivables prints…
Organization Name	The company name
Date	Date and time the report is run
Period From/To	The period range that the information in the report refers to
Issue Date <current date>	The date the report is issued
Page	The page number

Column Headings

In this column…	Oracle Receivables prints…
Customer Name	The name of each customer selected for the report
Accounting Date	The date the transaction was posted to General Ledger
Document Number	The invoice number
Date	The invoice issue date
Currency	The currency in which the invoice amount was first entered
Batch Name	The Oracle Receivables batch name in which the transaction was created
History	One of the following: • New invoices: *Entrada de Dcto* • Receipts: *Recebim de Dcto* • Adjustments: *Ajuste* • Credit Memo: *Nota de Credito* • Debit Memo: *Nota de Debito* • Receipt Reversal: *Reversao de Recebim*
Debit	The debit amount in the functional currency
Credit	The credit amount in the functional currency

Total Headings

In this heading…	Oracle Receivables prints…
Account	The code combination ID
Description	The code combination ID description
Total to Transport	The day credit/debit totals from one page to another
Transported Total	The day credit/debit totals transported from previous page

Opening/Closing Pages Report

```
Oracle Corporation              RAZAO AUXILIAR DE CLIENTES N.:  1              ANO: 1997    FOLHA:   1


                                T E R M O   D E   A B E R T U R A


                                EMPRESA:       Oracle Corporation
                                C.G.C. MF N:   000.000.000/0000-00
                                ENDERECO:      500 Oracle Parkway


                                CIDADE:        Redwood Shores


                                INSCRICAO NO REGISTRO DO COMERCIO N.:              DATA:
                                ORGAO:
                                RAZAO AUXILIAR DE CLIENTES N.:  1
                                N. DE FOLHAS ESCRITURADAS:  5
                                PRIMEIRA FOLHA N.: 1       ULTIMA FOLHA N.: 5


                                LOCAL:                         DATA:   31-10-97



                                -----------------------------------    -----------------------------------
                                Oracle Corporation                     B.Loureiro

                                   CPF:           ..-                     CRC:  3244343
```

```
Oracle Corporation              RAZAO AUXILIAR DE CLIENTES N.:  1              ANO: 1997    FOLHA: 5


                                T E R M O   D E   E N C E R R A M E N T O


                                EMPRESA:        Oracle Corporation
                                C.G.C. MF N:    000.000.000/0000 00
                                ENDERECO:       500 Oracle Parkway


                                CIDADE:         Redwood Shores


                                INSCRICAO NO REGISTRO DO COMERCIO N.:              DATA:
                                ORGAO:
                                RAZAO AUXILIAR DE CLIENTES N.:  1
                                N. DE FOLHAS ESCRITURADAS:  5
                                PRIMEIRA FOLHA N.: 1       ULTIMA FOLHA N.: 5


                                LOCAL:                         DATA:   31-OCT-97



                                -----------------------------------    -----------------------------------
                                Oracle Corporation                     B.Loureiro

                                   CPF:           ..-                     CRC:  3244343
```

The Opening/Closing Pages report prints after the Customer
Auxiliary Daily report or Customer Auxiliary Ledger report if the
Book Number parameter has a number. If the Book Number
parameter does not have a number, this report is not printed.

The Opening and Closing pages are identical in format.

Report Parameters

Enter the following parameters to specify the desired reporting options:

Company

Enter the Company Name/Balancing Segment to run the report for. The Company Name/Balancing Segment must belong to the set of books that you linked to your responsibility. The default value is derived from the Daily/Ledger report.

Book Number

Enter a book number for your report. This information is stored in your company information. The default value is derived from the Daily/Ledger report.

Report Headings

In this heading…	Oracle General Ledger prints…
<Company Name>	The balancing segment that you requested
Ano: <Year>	The year within the period range that you requested

Column Headings

In this column…	Oracle General Ledger prints…
Empresa	The company name you requested
C.G.C. MF N.	The inscription number from your company information
Endereco	The address from your company information
Cidade	The city from your company information
Inscricao no Registro do Comercio N.	The inscription number at the board of trade from your company information
Data	The inscription date at the board of trade from your company information
Orgao	The inscription entity at the board of trade from your company information
Diario Auxiliar De Fornecedores/Clientes	The book name and number
N. de Folhas Escrituradas	The total number of printed pages in your Daily/Ledger report
Primeira Folha N.	The first page in the report
Ultima Folha N.	The total number of printed pages in your Daily/Ledger report
Local	The inscription location at the board of trade from your company information
Data	The end date you requested for the report
<Company Name>	The company name you requested
CPF	The director inscription number from your company information
<Accountant Name>	The accountant's name from your company information
CRC	The accountant's number from your company information

Shipping Invoice Report

```
                                                           Operation Type      Transaction Number
                                                           --------------      ------------------
                                                               EXIT
                                                                                    100.002

Operation Nature                      Operation Fiscal Code
---------------                       ---------------------
   Vendas                                   511

Ship to Customer Name                          Inscription Number         Issue Date
---------------------                          ------------------         ----------
Brazilian Customer - 1                          000.861.626/0001-92        18-FEB-97

Address                                        District                   Postal Code
-------                                        --------                   -----------
Avenida Paulista 1111                           Jardins                     01000

City                                           State        State Inscription Number
----                                           -----        ------------------------
Sao Paulo                                       SP           114.501.930-116

Issue Date        Invoice Number     Amount    Trade Note Number    Due Date
----------        --------------     ------    -----------------    --------
18-FEB-97           100.002          1212.10     1000021-1          19/03/97

                                                           Payment By
                                                           ----------
                                                            19/03/00

Bill to Address
---------------
Avenida Paulista 1111---Sao Paulo-SP

Amount
------
UM MIL, TRINTA E DOIS REAIS

                      Item
                      Fiscal       Federal                                   ICMS   IPI   IPI
                      Classi-      Tributary                    Unit   Total  Tax    Tax   Tax
Item Code  Item Description fication  Situation  UOM  Quantity  Amount Amount Rate   Rate  Amount
---------  ---------------- --------  ---------  ---  --------  ------ ------ ----   ----  ------
A54888     Sentinel Standard  FC         0       EA     1       8,600.00 8,600.00 12   12   1,032.00

ICMS          ICMS                      Item
Tax Base      Tax                       Total
Amount        Amount                    Amount
-------       ------                    ------
8,600.00      1,032.00                  8,600.0
                                                       IPI Tax          Invoice Total
                                                       Total Amount     Amount
                                                       ------------     -------------
                                                       1,032.00          9,632.00
Freight Carrier Name              License Plate            CGC/CPF
--------------------              -------------            -------
DHL Worldwide                      LP1000                   087.547.238/0003-81

Address            City     State    State Inscription Number
-------            ----     -----    ------------------------
Av do Correio 11   Manaus    AM       126000563-67

Volume Quantity    Volume Type    Volume Number    Total Gross Weight    Total Net Weight
--------------     -----------    -------------    ------------------    ----------------
    1                Box             121                  101                   100

                                                                          100.002
```

This report is printed on preprinted paper

The Shipping Invoice report prints a completed payable invoice for shipment with goods.

You can continue to update the original invoice from the Transactions window for invoices entered manually until the invoice is printed. The invoice contents are frozen once the invoice is printed.

There are three ways to run the report:

- From the Transactions window, for completed invoices. (Note: The *Print Invoice Immediately* check box must be set to *Yes* in the System Options window.)

- From the Brazilian AutoInvoice request set of the standard submission set, after you import invoice information from Oracle Order Entry or another system

- From the Brazilian Print Invoice in Batch request set of the standard submission set

Oracle Receivables

Report Parameters

Enter the following parameters to specify the desired reporting options:

In the Brazilian AutoInvoice request set:

Invoice Print Submission Type

Enter *Print Invoice Generated by AutoInvoice*.

In the Brazilian Print Invoice in Batch request set:

Invoice Print Submission Type

Enter *Print Invoice Batch*.

Issue Date High

Enter the highest invoice date to print.

Transaction Number High

Enter the highest form to print.

Column Headings

ISSUER

In this column…	Oracle Receivables prints…
Exit/Entry (Operation Type)	The operation type
Transaction Number	The transaction number
Sub-Series	The sub-series of the invoice
Operation Nature	The operation nature of the invoice
Operation Fiscal Code	The operation fiscal code
State Inscription for Tributary Substitution	The state inscription for tributary substitution of the invoice

SHIP-TO

In this column…	Oracle Receivables prints…
Ship to Customer Name	The customer name
Inscription Number	The invoice inscription number
Issue Date	The issue date of the invoice
Address	The shipping address
District	The district of the shipping address
Postal Code	The postal code of the shipping address
Shipping Date	The shipping date
City	The city of the shipping address
State	The state of the shipping address
State Inscription Number	The state inscription number

INVOICE

In this column…	Oracle Receivables prints…
Amount Due Remaining	The amount that is due remaining in each installment
Trade Note Number	The trade note number in each installment
Due Date	The due date of each installment
Bill to Address	The bill-to address for each installment

PRODUCT DATA

In this column…	Oracle Receivables prints…
Item Code	The item code for the invoice line
Item Description	The item description
Item Fiscal Classification	The item fiscal classification for the invoice line
Federal Tributary Situation	The federal tributary situation of the invoice line
UOM	The unit of measure for the invoice line
Quantity	The quantity for the invoice line
Unit Amount	The unit amount for the invoice line
Total Amount	The total amount for the invoice line
ICMS Tax Rate	The ICMS tax rate for the invoice line
IPI Tax Rate	The IPI tax rate for the invoice line
IPI Tax Amount	The IPI tax amount for the invoice line

TAX CALCULATION

In this column...	Oracle Receivables prints...
ICMS Tax Base Amount	The ICMS tax base amount
ICMS Tax Amount	The ICMS tax amount
ICMS-ST Tax Base Amount	The ICMS-ST tax base amount
ICMS-ST Tax Amount	The ICMS-ST tax amount
Item Total Amount	The item total amount
Freight Carrier Expense Amount	The freight carrier expense amount
Insurance Expense Amount	The insurance expense amount
Other Expense Amount	The amount of any other expenses
IPI Tax Total Amount	The IPI tax total amount
Invoice Total Amount	The total invoice amount

FREIGHT CARRIER / SHIPPED ITEMS

In this column...	Oracle Receivables prints...
Freight Carrier Name	The freight carrier name
Freight Responsibility	1 - Seller or 2 - Buyer
License Plate	The freight carrier's license plate
Inscription Number	The freight inscription number
Address	The freight carrier's address
City	The city of the freight carrier's address
State	The state of the freight carrier's address
State Inscription Number	The freight state inscription number
Volume Quantity	The volume quantity
Volume Type	The volume type
Brand	The brand

In this column…	Oracle Receivables prints…
Volume Number	The volume number
Total Gross Weight	The total gross weight
Total Net Weight	The total net weight

ADDITIONAL DATA

In this column…	Oracle Receivables prints…
Complementary Information	Any complementary information. If invoice is canceled, then VOID is printed.

RECEIPT

In this column…	Oracle Receivables prints…
Transaction Number	The transaction number

Complementary Invoice Report

```
                                              Operation Type      Transaction Number
                                              ------------------  ------------------
                                                  EXIT
                                                                      100.002

Operation Nature      Operation Fiscal Code
-----------------     ---------------------
   Vendas                  511

Ship to Customer Name                      Inscription Number          Issue Date
---------------------                      ------------------          ----------
Brazilian Customer - 1                     000.861.626/0001-92         18-FEB-97

Address                                    District                    Postal Code
-------                                    --------                    -----------
Avenida Paulista 1111                      Jardins                        01000

City                                       State          State Inscription Number
----                                       -----          ------------------------
Sao Paulo                                  SP                  114.501.930-116

       IPI Tax Amount
       --------------
          12.00

Freight Carrier Name       License Plate           CGC/CPF
--------------------       -------------           -------
DHL Worldwide                  LP1000           087.547.238/0003-81
Address                    City                 State     State Inscription Number
-------                    ----                 -----     ------------------------
Av do Correio 11           Manaus               AM            126000563-67

Volume Quantity        Volume Type      Volume Number    Total Gross Weight    Total Net Weight
---------------        -----------      -------------    ------------------    ----------------
       1                  Box               121                 101                  100

                                                                      100.002
```

This report is printed on preprinted paper

The Complementary Invoice report prints complementary invoices. Complementary invoices contain updates for shipping invoices. This report is printed on a preformatted form.

You can continue to update the original invoice from the Complementary Invoice window for invoices that are entered manually until the invoice is printed. The invoice contents are frozen once the invoice is printed.

There are two ways to run the report:

- From the Complementary Invoice window, after you manually enter invoice information. (Note: The *Print Invoice Immediately* check box must be set to *Yes* in the System Options window.)

- From the Brazilian Print Invoice in Batch request set of the standard submission set.

Report Parameters

Enter the following parameters to specify the desired reporting options:

In the Brazilian Print Invoice in Batch request set:

Invoice Print Submission Type

Enter *Print Invoice Batch.*

Issue Date High

Enter the highest invoice date to print.

Transaction Number High

Enter the highest form to print.

Column Headings

ISSUER

In this column…	Oracle Receivables prints…
Exit/Entry (Operation Type)	The operation type
Transaction Number	The transaction number
Sub-Series	The sub-series of the invoice
Operation Nature	The operation nature of the invoice
Operation Fiscal Code	The operation fiscal code
State Inscription for Tributary Substitution	The state inscription for tributary substitution of the invoice

SHIP-TO

In this column…	Oracle Receivables prints…
Ship to Customer Name	The customer name
Inscription Number	The invoice inscription number
Issue Date	The issue date of the invoice
Address	The shipping address
District	The district of the shipping address
Postal Code	The postal code of the shipping address
Shipping Date	The shipping date
City	The city of the shipping address
State	The state of the shipping address
State Inscription Number	The state inscription number

INVOICE

In this column…	Oracle Receivables prints…
Amount Due Remaining	The amount that is due remaining for each installment
Trade Note Number	The trade note number for each installment
Due Date	The due date of each installment
Bill to Address	The bill to address for each installment

PRODUCT DATA

In this column…	Oracle Receivables prints…
Item Code	The item code for the invoice line
Item Description	The item description
Item Fiscal Classification	The item fiscal classification of the invoice line
Federal Tributary Situation	The federal tributary situation of the invoice line
UOM	The unit of measure for the invoice line
Quantity	The quantity for the invoice line
Unit Amount	The unit amount for the invoice line
Total Amount	The total amount for the invoice line
ICMS Tax Rate	The ICMS tax rate for the invoice line
IPI Tax Rate	The IPI tax rate for the invoice line
IPI Tax Amount	The IPI tax amount for the invoice line

TAX CALCULATION

In this column...	Oracle Receivables prints...
ICMS Tax Base Amount	The ICMS tax base amount
ICMS Tax Amount	The ICMS tax amount
ICMS-ST Tax Base Amount	The ICMS-ST tax base amount
ICMS-ST Tax Amount	The ICMS-ST tax amount
Item Total Amount	The item total amount
Freight Carrier Expense Amount	The freight carrier expense amount
Insurance Expense Amount	The insurance expense amount
Other Expense Amount	The amount of any other expenses
IPI Tax Total Amount	The IPI tax total amount
Invoice Total Amount	The total invoice amount

FREIGHT CARRIER / SHIPPED ITEMS

In this column...	Oracle Receivables prints...
Freight Carrier Name	The freight carrier name
Freight Responsibility	1 - Seller or 2 - Buyer
License Plate	The freight carrier's license plate
Inscription Number	The freight inscription number
Address	The freight carrier's address
City	The city of the freight carrier's address
State	The state of the freight carrier's address
State Inscription Number	The freight state inscription number
Volume Quantity	The volume quantity
Volume Type	The volume type
Brand	The brand

In this column…	Oracle Receivables prints…
Volume Number	The volume number
Total Gross Weight	The total gross weight
Total Net Weight	The total net weight

ADDITIONAL DATA

In this column…	Oracle Receivables prints…
Complementary Information	Any complementary information. If the invoice is canceled, then *Void* is printed.

RECEIPT

In this column…	Oracle Receivables prints…
Transaction Number	The transaction number

Customer Account Detail Report

```
    U.S. Operations            Customer Account Detail Rep            Report Date : 25-NOV-1997 16:07
                                                                      Page :          1  of   1


                                     Customer Number : 1010
                                     Customer Name : Computer Services

    ---------------------------------------------------Transaction---------------------------------------------
                                        Due           Days                                        Original
    Number              Status   Date   Date          Late Type        Class               Amount
    -------------------- ---------- ---------- ---------- --------- ------------- --------- -----------------
        Bank Transfer Document         Selection Bearer of            Interest      Balance
        Batch Number Status            Number Trade Note              Due           Due
    ---------------- ------------ -------------- --------------- ---------------- ----------------

    inv-2501            OP       25-JAN-1997 25-JAN-1997        304 Invoice   ** INV                1,000.00
                                                                   1013.33         1,000.00

    inv-2502            OP       25-FEB-1997 25-FEB-1997        273 Invoice   ** INV                1,000.00
                                                                    910.00         1,000.00

    inv-2503            OP       25-MAR-1997 25-MAR-1997        245 Invoice   ** INV                1,000.00
                                                                    816.67         1,000.00

    inv-2504            OP       25-APR-1997 25-APR-1997        214 Invoice   ** INV                1,000.00
                                                                    713.33         1,000.00

    inv-2505            OP       25-MAY-1997 25-MAY-1997        184 Invoice   ** INV                1,000.00
                                                                    613.33         1,000.00

    inv-2506            OP       25-JUN-1997 25-JUN-1997        153 Invoice   ** INV                1,000.00
                                                                    510.00         1,000.00

    inv-2507            OP       25-JUL-1997 25-JUL-1997        123 Invoice   ** INV                1,000.00
                                                                    410.00         1,000.00

    inv-2508            OP       25-AUG-1997 25-AUG-1997         92 Invoice   ** INV                1,000.00
                                                                    306.66         1,000.00

    inv-2509            OP       25-SEP-1997 25-SEP-1997         61 Invoice   ** INV                1,000.00
                                                                    203.33         1,000.00

    inv-2510            OP       25-OCT-1997 25-OCT-1997         31 Invoice   ** INV                1,000.00
                                                                    103.33         1,000.00

    inv-2511            OP       25-NOV-1997 25-NOV-1997          0 Invoice   ** INV                1,000.00
                                                                      0.00         1,000.00


                                          Customer Total :        5599.98        11,000.00

                                                  Total :        5599.98        11,000.00

                                     *** End Of Report ***
```

Use the Customer Account Detail report to review customer accounts
for interest and bank transfer activity. For each customer listed in the
report, Oracle Receivables prints all open transactions and total
balance due in the functional currency.

Run this report from the Submit Requests window. For
instructions on using this window, see *Running Reports and
Listings* on page 399.

Report Parameters

Enter the following parameters to specify the desired reporting options:

Invoice Number From

Enter the first invoice number for the report.

Invoice Number To

Enter the last invoice number for the report.

Customer Number From

Enter the first customer number for the report.

Customer Number To

Enter the last customer number for the report.

Customer Name From

Enter the first customer name for the report.

Customer Number To

Enter the last customer name for the report.

Report Headings

In this heading…	Oracle Receivables prints…
Customer Name	The customer name
Customer Number	The customer number
Currency Code	The currency code
Order By	The sorting option

Column Headings

In this column...	Oracle Receivables prints...
Transaction Number	The invoice number for each transaction in the report
Transaction Status	The status of each transaction
Transaction Date	The transaction date for invoice, debit memo, credit memo
Transaction Due Date	The due date for each transaction
Transaction Days Late	Number of days past due, or the number of days until the due date
Original Amount	The original amount of each transaction
Interest Due	The calculated interest amount for each transaction
Balance Due	The amount due for each transaction
Transaction Type	The transaction type
Transaction Class	The transaction class of the transaction
Bank Transfer Batch Number	The number for the bank transfer remittance batch when the transaction was selected
Selection Number	The number when the bank transfer batch was selected
Bearer of Trade Note	The invoice bearer of trade note
Bank Transfer Batch Status	The bank transfer remittance batch status
Total Balance Due	The balance due sum for the selected transactions
Total Interest Due	The interest calculation for each transaction

Collection Remittance Batch Report

```
U.S. Operations                                      Collection Remittance Batch Report                      Report Date :  05-MAR-2000 15:16
                                                                                                             Page :      1  of    1

              Bank Number : 42                                 Bank Name : American Express                     Generation Date : 04-FEB-2000
              Branch Number : 42.001                           Branch Name : AEx Mountain View                  Remittance Date : 04-FEB-2000

              Company Code : 10                                 Company Name : Oracle Corporation
              Selection Number : 411                            Selection Name : collection

          Account Number : 42.001.01                                                                         Batch Sequence Number :        1


                                          Drawee                                                                             Company
                                          Inscription                                                               Postal   Inscription
Your Number     Drawee Name               Number          Drawee Address                 District   City        State   Code    Number
--------------- ------------------------- ---------------- ----------------------------- ----------- ---------------- -------- ---------- -----------------
                      Collection
     Portfolio  Company Document        Due                           Issue            Interest Discount    Discount Bank                Bank
     Number     Use Type                Date           Amount Date               Per Day Date        Amount Instruction 1            Instruction 2
------------ ---------- --------------- ---------- ------------------ -------------- ----------- ------------------ ------------------------ ------------------------

10360-1         Computer Services         000000000/0000-00 1221 El Camino Real                            San Mateo    CA      09876    000000000/-00
         10        291 Co-Insurance     05-MAR-2000   1,000.00 04-FEB-2000        26.00
10360-2         Computer Services         000000000/0000-00 1221 El Camino Real                            San Mateo    CA      09876    000000000/-00
         10        292 Co-Insurance     04-APR-2000   1,000.00 04-FEB-2000        26.00

                          Number of Documents :          2
                      Bank Transfer Batch Total :     2,000.00


                                                          *** End Of Report ***
```

Use the Collection Remittance Batch report to submit formatted collection document information to remittance banks. This report is a listing of collection documents administered by the remittance bank.

The output for the Collection Remittance Batch report is either a paper report or an electronic file in standard CNAB format.

Run the Collection Remittance Batch report from the Format Remittance Batches window. For instructions about using this window, see *Formatting Remittance Batches* on page 305.

Report Parameters

The Collection Remittance Batch report is automatically submitted from the Format Remittance Batches window as a concurrent request. There are no parameters to enter.

The Output Media field indicates whether the output is a paper report (*Report*) or an electronic file (*File*).

Report Headings

In this heading…	Oracle Receivables prints…
Bank Number	The remittance bank number
Bank Name	The bank name
Branch Number	The bank branch number
Branch Name	The branch name
Account Number	The company account number at the bank
Company Code	The bank's company ID
Company Name	The company name
Selection Number	The selection number assigned to the bank transfer remittance batch
Selection Name	The selection name assigned to this remittance batch
Generation Date	The generation date for the bank transfer remittance batch
Remittance Date	The remittance date for the bank transfer remittance batch
Batch Sequence Number	The sequential batch number for the bank transfer remittance batch

Column Headings

In this column…	Oracle Receivables prints…
Your Number	The trade note number for the collection document
Drawee Name	The customer name
Drawee Inscription Number	The inscription number of the customer site
Drawee Address	The customer site address
District	The district of the customer site address
City	The city of the customer site address
State	The state of the customer site address
Postal Code	The postal code for the customer site address
Company Inscription Number	Your company's inscription number
Portfolio Number	The portfolio number
Company Use	The collection document number
Collection Document Type	The collection document type
Due Date	The collection document due date
Amount	The amount of the collection document
Issue Date	The transaction date for the transaction associated with the collection document
Interest Per Day	The interest amount per day
Discount Date	The discount date on the collection document
Discount Amount	The discount amount
Bank Instruction 1	The first bank instruction code and its description

(continued)

In this column…	Oracle Receivables prints…
Bank Instruction 2	The second bank instruction code and its description
Bank Transfer Batch Total	The total document amount for all collection documents listed in the report
Number of Documents	The number of documents listed in the report
Bank Transfer Batch Total	The total document amount for all collection documents listed in the report

Oracle Receivables

File Contents

The Collection Remittance Batch electronic file contains three records: Header Record, Transaction Record, and Trailer Record.

Header Record

In this field…	Oracle Receivables prints…
Record Code	The header record ID
Remittance Code	The remittance ID
Remittance Literal	The transaction type ID description
Service Code	The service type ID
Service Literal	The service type ID description
Company Code	The bank's company ID
Company Name	The company name
Bank Number	The bank number for clearing
Bank Name	The bank name
Recording Date	The recording date of the tape
Sequential Number	The sequential number of the record in the file

Transaction Record

In this field…	Oracle Receivables prints…
Record Code	The transaction record ID
Inscription Code	The company inscription type ID
Inscription Number	The company inscription number
Company Code	The bank's company ID
Company Use	The company collection document ID
Our Number	The bank's trade note ID
Currency Quantity	The variable currency quantity
Portfolio Number	The bank portfolio number
Bank Use	The bank operation ID
Portfolio	The portfolio code
Occurrence Code	The occurrence ID
Your number	The trade note number
Due Date	The trade note due date
Trade Note Amount	The trade note face amount
Bank Number	The bank number for clearing
Trade Note Type	The trade note type
Accept	Trade note accepted: Y or N
Issue Date	The trade note issue date
Instruction 1	The first collection instruction
Instruction 2	The second collection instruction
Interest Per Day	The interest amount per day
Discount Date	The limit date for discount concession
Discount Amount	The discount amount
I.O.F. Amount	The I.O.F. amount received for insurance notes
Abatement	The abatement amount

Oracle Receivables

In this column…	Oracle Receivables prints…
Inscription Code	The inscription type ID of the drawee
Inscription Number	The drawee inscription number
Name	The drawee name
Address	The address of the drawee
District	The district of the drawee's address
Postal	The postal code of the drawee's address
City	The city of the drawee's address
State	The state of the drawee's address
Drawer/Guarantor	The drawer name or guarantor
Interest Date	The interest date
Duration	The number of days to protest or write off
Sequential Number	The sequential number of the record in the file

Trailer Record

In this field…	Oracle Receivables prints…
Record Code	The trailer record ID number
Sequential Number	The sequential number of the record in the file

Occurrences Remittance Batch Report

```
U.S. Operations                          Occurrences Remittance Batch Report              Report Date : 05-MAR-2000 15:24
                                                                                          Page :      1   of    1


                                              Company Code : 01
                                              Company Name : 10
                                              Bank Number : 42
                                              Bank Name : American Express


                    Bank                                                                                                     Issue
                 Occurrence                                                       Company           Portfolio Due            Issue
Your Number      Code Description                                                 Use Our Number    Number Date             Date
---------------- ------------- ----------------------------------------------     ---------- -------------------- ------------ ---------- -----------
                    Trade                                                                                                    Days to
                    Note                                            Interest Interest  Discount        Discount    Abatement   Protest/
                    Amount Drawee Name                              Per Day Date        Date           Amount      Amount     Write-Off
                 ----------------- ----------------------------------------------  ----------------- ----------  ---------- ----------------- ----------------- -----------
10360-1             9 protest                                                      291                          10          04-FEB-2000
                    1,000.00                                        0.00
10360-1            18 Call off protest                                             291                          10          04-FEB-2000
                    1,000.00                                        0.00

                                              *** End Of Report ***
```

Use the Occurrence Remittance Batch report to submit formatted occurrence information to banks. The report is a listing of occurrences that contain updates to collection documents.

The output for the Occurrence Remittance Batch report is either a paper report or an electronic file in standard CNAB format.

Run the Occurrences Remittance Batch report from the Format Remittance Batches window. For instructions about using this window, see *Formatting Remittance Batches* on page 305.

Report Parameters

The Occurrences Remittance Batch report is automatically submitted from the Format Remittance Batches window as a concurrent request. There are no parameters to enter.

The Output Media field indicates whether the output is a paper report (*Report*) or an electronic file (*File*).

Report Headings

In this heading…	Oracle Receivables prints…
Company Code	The bank's company ID
Company Name	The company name
Bank Number	The bank number
Bank Name	The bank name

Column Headings

In this column…	Oracle Receivables prints…
Your Number	The trade note number for the collection document associated with the occurrence
Bank Occurrence Code	The bank occurrence code
Description	Bank occurrence code description
Company Use	The collection document number
Our Number	The collection document bank ID
Portfolio Number	The collection document portfolio number
Due Date	The occurrence due date
Issue Date	The transaction date of the transaction associated with the occurrence
Trade Note Amount	The face amount or nominal value of the trade note
Drawee Name	The customer name of the collection document associated with the occurrence
Interest Per Day	The interest amount per day
Interest Date	The beginning interest date
Discount Date	The discount date of the collection document associated with the occurrence

(continued)

In this column…	Oracle Receivables prints…
Discount Amount	The discount amount
Abatement Amount	The abatement amount of the collection document associated with the occurrence
Days to Protest/Write-Off	The number of days to protest or write off

File Contents

The Occurrences Remittance Batch electronic file contains three records: Header Record, Transaction Record, and Trailer Record.

Header Record

In this field…	Oracle Receivables prints…
Record Code	The header record ID
Remittance Code	The remittance ID
Remittance Literal	The transaction type ID description
Service Code	The service type ID
Service Literal	The service type ID description
Company Code	The company ID used in the bank
Company Name	The company name
Bank Number	The bank number for clearing
Bank Name	The name of the bank
Recording Date	The recording date of the tape
Sequential Number	The sequential number of the record in the file

Transaction Record

In this field…	Oracle Receivables prints…
Record Code	The transaction record ID
Inscription Code	The company inscription type ID
Inscription Number	The company inscription number
Company Code	The bank's company ID
Company Use	The company collection document ID
Our Number	The bank's trade note ID
Currency Quantity	The variable currency quantity
Portfolio Number	The bank portfolio number
Bank Use	The bank operation ID
Portfolio	The portfolio code
Occurrence Code	The occurrence ID
Your number	The trade note number
Due Date	The trade note due date
Trade Note Amount	The trade note face amount
Bank Number	The bank number for clearing
Trade Note Type	The trade note type
Accept	Trade note accepted: Y or N
Issue Date	The trade note issue date
Instruction 1	The first collection instruction
Instruction 2	The second collection instruction
Interest Per Day	The interest amount per day
Discount Date	The limit date for discount concession
Discount Amount	The discount amount
I.O.F. Amount	The I.O.F. amount received for insurance notes
Abatement	The abatement amount

(*continued*)

In this column...	Oracle Receivables prints...
Inscription Code	The inscription type ID of the drawee
Inscription Number	The drawee inscription number
Name	The drawee name
Address	The address of the drawee
District	The district of the drawee's address
Postal	The postal code of the drawee's address
City	The city of the drawee's address
State	The state of the drawee's address
Drawer/Guarantor	The drawer name or guarantor
Interest Date	The interest date
Duration	The number of days to protest or write off
Sequential Number	The sequential number of the record in the file

Trailer Record

In this field...	Oracle Receivables prints...
Record Code	The trailer record ID
Sequential Number	The sequential number of the record in the file

Factoring Remittance Batch Report

```
U.S. Operations                              Factoring Remittance Batch Report                    Report Date :  05-MAR-2000 15:18
                                                                                                  Page :      1  of    1


            Bank Number : 41                          Bank Name : Wells Fargo                      Generation Date : 04-FEB-2000
            Branch Number : 41.001                    Branch Name : Wells F. Cupertino             Remittance Date : 04-FEB-2000

            Company Code : 10                          Company Name : Oracle Corporation
            Selection Number : 412                     Selection Name : Factoring

            Account Number : 41.001.01                                                             Batch Sequence Number :        1

                                         Drawee                                                                   Company
                                         Inscription                                                   Postal     Inscription
Your Number    Drawee Name               Number        Drawee Address              District  City          State  Code       Number
--------------  -----------------------  ------------  -------------------------  --------  --------------  -----  ---------  -----------------
                       Collection
                Company Document                     Due                    Issue     Factoring  Factoring Factoring      Factoring
                   Use Type                          Date         Amount    Date      Rate       Period Date               Amount        Credit Amount
                -----------  -----------------------  ----------  ----------------  -----------  ------------  -----------  -----------------  -----------------

10360-3        Computer Services         000000000/0000-00 1221 El Camino Real                      San Mateo     CA     09876      000000000/-00
               293 Co-Insurance                          04-MAY-2000     1,000.00  04-FEB-2000        5      100 04-FEB-2000         45.00          955.00



                      Number Of Documents :          1
               Bank Transfer Batch Total :     1,000.00                                                                  45.00          955.00


                                                      *** End Of Report ***
```

Use the Factoring Remittance Batch report to submit formatted factoring remittance information to remittance banks. This report is a listing of collection documents traded to a remittance bank.

The output for the Factoring Remittance Batch report is either a paper report or an electronic file in standard CNAB format.

Run the Factoring Remittance Batch report from the Format Remittance Batches window. For instructions about using this window, see *Formatting Remittance Batches* on page 305.

Report Parameters

The Factoring Remittance Batch report is automatically submitted from the Format Remittance Batches window as a concurrent request. There are no parameters to enter.

The Output Media field indicates whether the output is a paper report (*Report*) or an electronic file (*File*).

Report Headings

In this heading…	Oracle Receivables prints…
Bank Number	The remittance bank number
Bank Name	The bank name
Branch Number	The bank branch number
Branch Name	The branch name
Account Number	The bank account number
Company Code	The bank's company ID
Company Name	The company name
Selection Number	The selection number assigned to this remittance batch
Selection Name	The selection name assigned to this remittance batch
Generation Date	The generation date of the bank transfer remittance batch
Remittance Date	The remittance date of the bank transfer remittance batch
Batch Sequence Number	The sequential batch number of the bank transfer remittance batch

Column Headings

In this column…	Oracle Receivables prints…
Your Number	The trade note number
Drawee Name	The name of the customer
Drawee Inscription Number	The customer site inscription number
Drawee Address	The customer site address
District	The district of the customer site address
City	The city of the customer site address
State	The state of the customer site address
Postal Code	The postal code of the customer site address
Company Inscription Number	Your company's inscription number
Company Use	The collection document
Collection Document Type	The collection document type
Due Date	The collection document due date
Amount	The amount of the collection document
Issue Date	The transaction date of the transaction associated with the collection document
Factoring Rate	The factoring rate
Factoring Period	The factoring period
Factoring Date	The factoring date
Factoring Amount	The factoring amount

(*continued*)

In this column…	Oracle Receivables prints…
Credit Amount	The credit amount. The credit amount is the document amount less the factoring amount.
Number of Documents	The count of documents listed in the report
Bank Transfer Batch Totals	The three totals of document amount, factoring amount, and credit amount of all collection documents listed in the report

File Contents

The Factoring Remittance Batch electronic file contains three records: Header Record, Transaction Record, and Trailer Record.

Header Record

In this field…	Oracle Receivables prints…
Record Code	The header record ID
Remittance Code	The remittance ID
Remittance Literal	The transaction type ID description
Service Code	The service type ID
Service Literal	The service type ID description
Company Code	The bank's company ID
Company Name	The company name
Bank Number	The bank number for clearing
Bank Name	The bank name
Recording Date	The tape recording date
Sequential Number	The sequential number of the record in the file

Transaction Record

In this field…	Oracle Receivables prints…
Record Code	The transaction record ID
Inscription Code	The company inscription type ID
Inscription Number	The company inscription number
Company Code	The bank's company ID
Company Use	The company collection document ID
Our Number	The bank's trade note ID
Currency Quantity	The variable currency quantity
Portfolio Number	The bank portfolio number
Bank Use	The bank operation ID
Portfolio	The portfolio code
Occurrence Code	The occurrence ID
Your number	The trade note number
Due Date	The trade note due date
Trade Note Amount	The trade note face amount
Bank Number	The bank number for clearing
Trade Note Type	The trade note type
Accept	Trade note accepted: Y or N
Issue Date	The trade note issue date
Instruction 1	The first collection instruction
Instruction 2	The second collection instruction
Interest Per Day	The interest amount per day
Discount Date	The limit date for discount concession
Discount Amount	The discount amount
I.O.F. Amount	The I.O.F. amount received for insurance notes
Abatement	The abatement amount

In this column…	Oracle Receivables prints…
Inscription Code	The inscription type ID of the drawee
Inscription Number	The drawee inscription number
Name	The drawee name
Address	The address of the drawee
District	The district of the drawee's address
Postal	The postal code of the drawee's address
City	The city of the drawee's address
State	The state of the drawee's address
Drawer/Guarantor	The drawer name or guarantor
Interest Date	The interest date
Duration	The number of days to protest or write off
Sequential Number	The sequential number of the record in the file

Trailer Record

In this field…	Oracle Receivables prints…
Record Code	The trailer record ID
Sequential Number	The sequential number of the record in the file

Bank Return Import Report

```
U.S. Operations                                       Bank Return Import Report                                    Report Date : 05-MAR-2000    18:12
    File Control: 1                                                                                                Page  :         1 of       1


                                                 Bank
  Sequential                              Occurrence Occurrence   Generation          Trade Note            Processing
     Number Bank Number       Your Number     Code Date           Date                Amount Due Date       Date      Error Description
------------- ------------------------ --------------- -------------- -------------- ------------------ ----------- ------------- --------------------------------
        2 41                  10321-1              7 18-JAN-2000  18-JAN-2000         1,000.00              20-JAN-2000  Collection Document amout does not
                                                                                                                       match


                                                           *** End Of Report ***
```

The Bank Return Import report is an error report that lists bank return occurrences that were rejected by the validation process in the Import Bank Return program. The Import Bank Return program validates return occurrences in the electronic file received from the remittance bank.

Run the Bank Return Import report and the Import Bank Return program through the standard submission set, *Import Bank Return.* For information about submitting a request set, see *Running Reports and Listings*

Report Parameters

Enter the following parameters to specify the desired reporting options:

File Control

Enter the assigned batch ID number for the batch received from the remittance bank.

Report Headings

In this heading…	Oracle Receivables prints…
File Control	The assigned batch ID number for the batch received from the remittance bank

Column Headings

In this column…	Oracle Receivables prints…
Sequential Number	The invalid occurrence sequential number in the bank return's file
Bank Number	The bank number
Your Number	The document number of the collection document associated with the invalid occurrence
Bank Occurrence Code	The bank occurrence code of the invalid occurrence
Occurrence Date	The occurrence date of the invalid occurrence
Generation Date	The generation date of the invalid occurrence
Trade Note Amount	The document amount of the collection document associated with the invalid occurrence
Due Date	The due date of the collection document associated with the invalid occurrence
Processing Date	The processing date of the invalid occurrence
Error Description	The error description of the invalid occurrence

Post Bank Return Report

```
U.S. Operations                                          Post Bank Return Report                              Report Date : 05-MAR-2000    15:12
                                                                                                             Page :       1 of       1


            File Control: 1


        Batch Source Name: Collection_Source                           Batch Name:  3                        Batch Date:  04-FEB-2000
               Bank Name: Wells Fargo                                                                        Deposit Date: 04-FEB-2000
           Currency Code: USD                                          Period: FEB-00                        GL Date:  04-FEB-2000
                Comments: Test run for manual


      Number of Receipts          Total Receipts Amount
------------------------  ----------------------------------
                       2                        2,000.00
     Number of Abatements     Calculated Abatements Total      Received Abatements Total      Abatements Adjustments Total
------------------------  ----------------------------------  ------------------------------  ----------------------------------
                       0                            0.00                         0.00                              0.00
      Number of Interest      Calculated Interest Total        Received Interest Total        Interest Adjustments Total    Interest Debit Memos Total
------------------------  ----------------------------------  ------------------------------  ----------------------------------  ------------------------------------
                       0                            0.00                         0.00                              0.00                              0.00
     Number of Discounts     Calculated Discounts Total       Received Discounts Total
------------------------  ----------------------------------  ------------------------------
                       0                            0.00                         0.00


Bank Number               Bank Occurrence Code Description                                                                      Total Occurrences
------------------------  ------------------------  ----------------------------------------------------------------------  ------------------------
42                                   6 Full Settlement                                                                                             2

                                                          *** End Of Report ***
```

The Post Bank Return report summarizes the receipts, adjustments, interest, monetary corrections, and discounts for receipts for return occurrences in the bank return file. The records are validated by the Import Bank Return program. The report also includes the number of occurrences for each bank and each bank occurrence code within a bank in the bank return batch.

Run the Post Bank Return report and the Post Bank Return program from the Post Bank Returns window. For instructions about the Post Bank Returns window, see *Posting Bank Returns* on page 320.

Report Headings

In this heading…	Oracle Receivables prints…
Batch Source Name	The ID name for the batch source holding accounting information associated with the payment batch
Batch Name	The payment batch name
Batch Date	The payment batch date
Bank Name	The name of the bank that sent the bank remittance batch
Deposit Date	The deposit date for the payment batch
Currency Code	The currency code
Period	The General Ledger period
GL Date	The accounting date for the payment batch
Comments	Description of the received batch

Column Headings

In this column...	Oracle Receivables prints...
Number of Receipts	The receipt count of the items in the bank return batch
Total Receipts Amount	The total receipts amount of the bank return batch
Number of Abatements	The number of abatements in the bank return batch
Calculated Abatements Total	The calculated total amount of abatements
Received Abatements Total	The total amount of abatements received
Abatements Adjustments Total	The total amount of adjustments created for abatements
Number of Interest	The number of interest in the bank return batch
Calculated Interest Total	The calculated total amount of interest
Received Interest Total	The total interest amount received
Interests Adjustments Total	The total amount of adjustment created for interest
Interest Debit Memos Total	The total amount of interest debit memos created
Number of Discounts	The number of discounts in the bank return batch
Calculated Discounts Total	The calculated total amount of discounts
Received Discounts Total	The total amount of discounts received
Bank Number	The bank numbers of each bank associated with return occurrences

(continued)

In this column…	Oracle Receivables prints…
Bank Occurrence Code	The bank occurrence codes for the return occurrences
Description	A description of the bank occurrence codes
Total Occurrences	The count of occurrences for each bank and each bank occurrence code within a bank in the bank return batch

Oracle Receivables

Bank Collection GL Interface Report

```
U.S. Operations                      Bank Collection GL Interface Report      Report Date : 05-MAR-2000    15:12
                                                                                            Page  :    1  of
1
  Accounting Control Id: 1003558            From: 01-FEB-2000   To: 29-FEB-2000
                                              Period Name: FEB-00

 Currency Code     Category                     Entered Debits      Entered Credits     Accounted Debits      Accounted
Credits
 ---------------   --------------------------   ------------------  ------------------  --------------------  --------------------
-
 USD              Remittance                         3,040.00            3,040.00              3,040.00              3,040.00
                  Sales Invoices                     3,000.00            3,000.00              3,000.00              3,000.00
                  Trade Receipts                     4,000.00            4,000.00              4,000.00              4,000.00


                                                 -----------------   -----------------   -----------------     ----------------
-
                  Currency Total:    10,040.00           10,040.00             10,040.00             10,040.00


                                                 =================   =================   =================
==================
                  Report Total:      10,040.00           10,040.00             10,040.00             10,040.00


                                              *** End Of Report ***
```

The Bank Collection GL Interface report summarizes the journal entries generated by the Bank Transfer function.

Run the Bank Collection GL Interface report from the General Ledger Interface window.

Report Headings

In this heading…	Oracle Receivables prints…
Posting Control ID	The ID for this posting
Start Date	The report start date
End Date	The report end date
Period Name	The accounting period name

Column Headings

In this column…	Oracle Receivables prints…
Currency Code	The currency code for each currency in the posting table
Category	The accounting entry type for each currency code
Entered Debits	The entered debits for a currency and accounting entry type
Entered Credits	The entered credits for a currency and accounting entry type
Accounted Debits	The accounted debits for a currency and accounting entry type
Accounted Credits	The accounted credits for a currency and accounting entry type
Currency Totals	The totals for entered debits, entered credits, accounted debits, and accounted credits for each currency
Report Totals	The totals for entered debits, entered credits, accounted debits and accounted credits at report level

Oracle Order Entry

This chapter explains how to use Oracle Order Entry functionality developed for Brazil. It discusses:

- Entering Order Entry information
- Entering sales order information
- Viewing scheduled order information
- Viewing order information
- Entering shipment information
- Entering delivery information

Entering Order Entry Information

This section describes how to enter information, such as the operation fiscal code, accessory expenses, fiscal classification code, and volume for sales orders, shipments, and deliveries. You can view additional information for scheduled orders, as well as orders and returns.

After you enter your information in the windows, submit the Receivables Interface process to transfer shipped item information to Receivables. After the Receivables Interface process is completed, submit the AutoInvoice process from Receivables to import invoice and credit information from Order Entry to Receivables.

See also
Processes, *Oracle Order Entry/Shipping User's Guide*

Entering Sales Order Information

Use the globalization flexfield in the Sales Orders window to enter additional information for sales orders.

To enter additional sales order information:

1. Navigate to the Sales Orders window (Brazilian Oracle Order Entry: Orders, Returns > Sales Orders).

2. Enter sales order information in the Header region and item information in the Lines region.

3. Choose the Additional Information alternative region in the Lines region.

4. Navigate to the globalization flexfield. The Additional Information window appears. For instructions, see *Using Globalization Flexfields* on page 398.

5. Enter an operation fiscal code in the Operation Fiscal Code field.

(*continued*)

6. Enter dollar amounts for freight, insurance, and other accessory expenses. You must enter a fiscal classification code in the Fiscal Classification Code field and a transaction nature in the Transaction Nature field.

7. Press the OK button.

See also

Orders, *Oracle Order Entry/Shipping User's Guide*

Viewing Scheduled Order Information

Use the globalization flexfield in the Lines to Schedule window to view additional information for previously scheduled orders. You select the orders in the Find Objects to Schedule window.
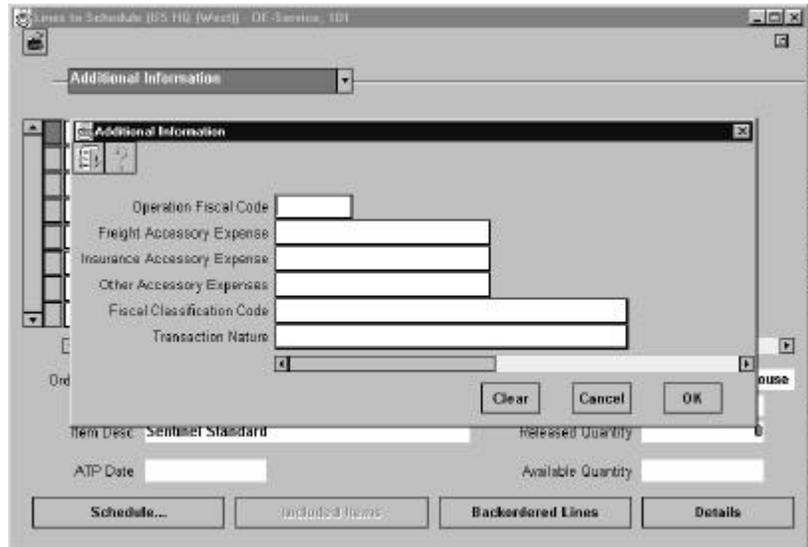
To view additional schedule order information:

1. Navigate to the Orders to Schedule window (Brazilian Oracle Order Entry: Orders, Returns > Schedule > Schedule Orders). The Find Objects to Schedule window appears.

2. Enter orders or order lines you want to schedule, or leave the fields blank for all.

3. Press the Find Orders button. The Orders to Schedule window appears.

4. Select an order and press the Lines button. The Lines to Schedule window appears with this previously scheduled order.

5. Select an item.

6. Choose the Additional Information alternative region.

(continued)

7. Navigate to the globalization flexfield. The Additional Information window appears. For instructions, see *Using Globalization Flexfields* on page 398. You can view additional information for your selected item, such as the operation fiscal code, expenses for freight and insurance, and the transaction nature. You cannot change any values.

8. Press the OK button.

See also

Orders, *Oracle Order Entry/Shipping User's Guide*

Viewing Order Information

Use the globalization flexfield in the Orders Summary window to view additional information for orders and returns. You select the orders and returns in the Find Orders window.

To view additional order information:

1. Navigate to the Orders Summary window (Brazilian Oracle Order Entry: Orders, Returns > Orders, Returns). The Find Orders window appears.

2. Enter orders or returns that you want to query, or leave the fields blank for all.

3. Press the Find button. The Orders Summary window appears.

4. Select an order or return and press the View button. The View Orders window appears. You can view line, shipping line, invoice and credit memo, as well as picking batch information for the order or return.

5. Choose the Lines alternative region.

(*continued*)

6. Navigate to the globalization flexfield. The Additional Information window appears. For instructions, see *Using Globalization Flexfields* on page 398. You can view additional information for your selected item, such as the operation fiscal code, expenses for freight and insurance, and the transaction nature. You cannot change any values.

7. Press the OK button.

See also
Orders, *Oracle Order Entry/Shipping User's Guide*

Entering Shipment Information

Use the globalization flexfield in the Ship Confirm Delivery window to enter information about the volume of shipped items.
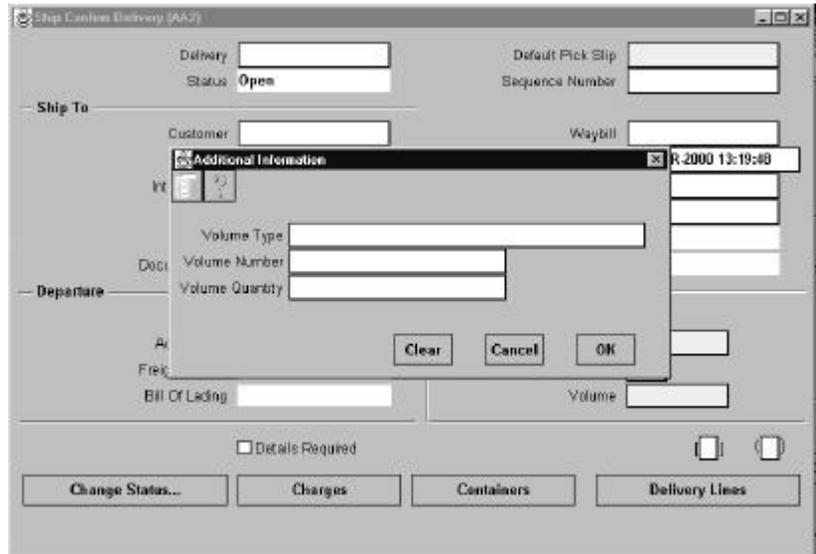
To enter the volume of shipped items:

1. Navigate to the Ship Confirm Delivery window (Brazilian Oracle Order Entry: Shipping > Confirm Shipments > Ship Confirm Deliveries).

2. Navigate to the globalization flexfield. The Additional Information window appears. For instructions, see *Using Globalization Flexfields* on page 398.

3. Enter volume information for the shipment in the Volume Type, Volume Number, and Volume Quantity fields. This information is printed in the invoice after you transfer shipping information to Receivables.

4. Press the OK button.

See also
Confirming a Delivery, *Oracle Order Entry/Shipping User's Guide*

Entering Delivery Information

Use the globalization flexfield in the Delivery window to enter information about the volume of delivery items.
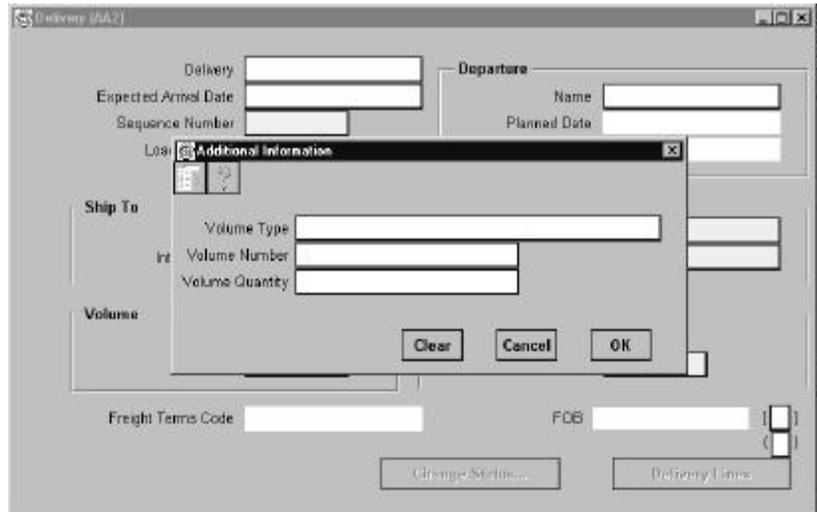
To enter the volume of delivery items:

1. Navigate to the Delivery window (Brazilian Oracle Order Entry: Shipping > Departure Planning > New Deliveries).

2. Navigate to the globalization flexfield. The Additional Information window appears. For instructions, see *Using Globalization Flexfields* on page 398.

3. Enter volume information for the delivery in the Volume Type, Volume Number, and Volume Quantity fields. This information is printed in the invoice after you transfer shipping information to Receivables.

4. Press the OK button.

> **See also**
> Overview of Departure Planning Workbench, *Oracle Order Entry/Shipping User's Guide*

Appendix

This appendix describes how to use globalization flexfields and run reports and listings.

Using Globalization Flexfields

The Oracle Financials for Brazil uses globalization flexfields that let you enter country-specific information.

The globalization flexfield is located next to the descriptive flexfield and is enclosed in round brackets like this: (ÿ).

Click in the globalization flexfield to display the pop-up window.

Appendix

Running Reports and Listings

The reports for Oracle Financials for Brazil are submitted from the Submit Requests window.

You can run a single report or submit a request set to run several reports as a group.

To run a standard report or request set:

1. Open the Submit Requests window.

2. In the Type field, choose whether to run a single report or a request set.

3. In the Name field, choose the report or request set you want to run.

4. Enter the report parameters in the pop-up window.

5. Choose *Submit* to submit your request.

6. Review the status of your request.

See also
Defining Request Sets, Submitting a Request,
Submitting a Request Set, *Oracle Applications User's Guide*

Appendix

Glossary

Abatement

An abatement is the result of an adjustment or a credit memo that reduces the amount on an invoice. A *discount* is a deduction for the initial price; an *abatement* is a deduction on the invoice.

Bank Collection Document (Bloqueto)

A bank collection document is a set of forms, which includes a delivery voucher, clearing note, cashier slip and drawee receipt generated for each payment term. Customers use the collection document to pay a trade note to the bank.

The collection document contains the due amount, invoice information, collection bank information and instructions for collection. Depending on the agreement, the collection document is printed by the bank or the supplier. Each collection document is related to one payment schedule.

Borderô

A Bordero is a form that contains the collection documents received by the customer's bank that makes the payments. The customer instructs its bank, with this form, to liquidate several of the supplier's trade notes.

CNAB

CNAB is a general standard that is used for bank exchange information in transferred files. Brazilian banks use this standard for general bank exchange information and customize it for layouts at information level.

Collection Bank

Banks are important in the collection process and provide several collection services to bank customers, such as delinquent debt collections. Suppliers send their collection documents and instructions to the collection bank. The bank receives the payments from the customer and sends the receipts to the supplier.

Income Tax (IRRF)-WHT

IRRF is a federal tax applied to services.

Instruction

An instruction is specific information about a collection document that the supplier sends to the bank. The most common instructions are:

- Write-off after due date

- Collect interest charges

- Discharge interest charge collection

- Protest after due date

Occurrence

An occurrence is a record about a collection document that was transferred to the bank. Some examples of occurrences are:

- The due date on an invoice changes after the collection document is sent to the bank. Receivables creates an occurrence record for this change and sends the occurrence to the bank.

- After the bank accepts or rejects a collection document sent by the supplier, the bank sends an occurrence of this information to the supplier. Receivables creates an occurrence record about this information.

The most important occurrences are:

- Remittance occurrences

  - Write-off order
  - Due-date changing
  - Protest/Not Protest
  - Abatement
  - Discharge interest charge collection
  - Other data changing

- Return occurrences

  - Confirmed entry
  - Rejected entry
  - Full settlement
  - Partial settlement
  - Debit balance settlement
  - Payment after write-off
  - Automatic write-off
  - Bank charges

Price Inclusive/Exclusive

A tax is price inclusive when the tax amount is included in the base amount of a purchase. A tax is price exclusive when the tax is not included in the base amount of a purchase.

Receipt Batch (Return Bordero)

A receipt batch contains receipts and instructions for collection documents and is similar to the original LockBox feature in Receivables. The collection bank mails or electronically sends the receipt batch to the supplier. The payment date, information about discounts, and late payment interest are included in each receipt.

Remittance Batch (Bordero)

A remittance batch contains the collection documents or instructions that the supplier sends to the bank for payment collection. The remittance batch can be manually or automatically generated.

Tax on Industrialized Products (IPI)-VAT

IPI is a federal excise tax applied to industrialized products.

Tax on Services (ISS)-WHT

ISS is a municipal tax applied to services.

Trade Note

A trade note is a promissory note or title that proves a customer's payment commitment to a service or commercial sale. It is recorded in Payables as a scheduled payment.

Transaction Nature, Transaction Reason, or Item Objective

The transaction nature is the reason an item is sold, such as industrialization or consumption. The transaction nature determines the type of tax that is applied to the base amount.

Value-Added Tax on Sales and Services (ICMS)-VAT

ICMS is a state tax applied to goods and services. Each state determines the tax rate for intrastate and interstate transactions.

ICMS is applied to the invoice distribution line amount. The tax, however, is already included in each product's price on the invoice line.

Two or more items on the same invoice may have different ICMS rates because some items have reduced bases. Based on item classifications and on the transaction that is carried out, you can calculate ICMS with a reduced calculation base.

Value-Added Tax on Sales and Services - Tributary Substitution (ICMS-ST)-WHT

ICMS-ST is a type of withholding tax applied to products, such as cigars, alcoholic beverages, and cosmetics. The payer is responsible for collecting the withholding tax.

For example, instead of verifying every point of sale for cigarettes, the government verifies only that the manufacturer (first distributor) has collected the tax. The manufacturer pays the government in advance the taxes applied to the transactions between the points of sale and the consumer.

Glossary

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